

Task Force Presentation Process

The Task Force adopted the following research presentation process on August 20, 2002. This process will be used at all research study presentations from September 2002 to April 2003.

Process Steps

I. Preparation for Study Presentation

A written draft final report will be submitted to Task Force members and posted on Task Force website one week in advance of each research formal presentation.

II. Formal Study Presentation to Task Force

1. Introduction

Task Force Chair: Reminder of research presentation format and future plans.

2. TAC Chair Introduction of Research Team

TAC Chair: Introduction of research team members, study background, and address how this individual study fits within the comprehensive/integrated project design.

3. Presentation of Research Methods, Findings, Interpretations, and Conclusions

Questions will be held until the end of presentation.

4. Questions Session

- a. Task Force members speak first and when they have no further questions, members of the public will be asked for their questions.
- b. By polling the group, the Task Force Chair makes sure that everyone has had an opportunity to ask questions and that the group is ready to move on to the discussion session.

5. General Discussion Session

The Task Force Chair opens the floor to a broad, open discussion. Issues, comments, and concerns are raised and recorded.

- a. Task Force members speak first and when they have no further comments, members of the public will be asked for their input/comments.
- b. The Task Force will determine if there is a need for more information from the research team, or if there are additional questions/issues for the TAC.
- c. If Task Force members propose recommendations, they will be clearly documented and recorded. At the Task Force's discretion, proposed recommendations may be discussed immediately or deferred for later consideration. Any decision on proposed recommendations, including deferral of consideration, endorsement, modification, or rejection, shall be made in accordance with the consensus process adopted by the Task Force.
- d. Task Force members and members of the public may submit additional written comments and concerns via the Coordinator—outside of the Task Force meetings. Those comments will be shared with Task Force members and recorded.

NOTE: The Task Force-approved *TAC Protocol* will be strictly adhered to during this and future stages of this process.