Initial Information Needed:

Meeting Name:

Meeting Location / Dates:

# of Participants & who they are as a group (ex. type of scientists/academics):

Specific participants who need childcare grant (amount requested for each):
Are these people invited speakers/presenters or just participants?

General Impact of meeting for you and for the greater community (scientific field):
(brief statement)

For advocacy (instead of letters): You will need to do a 1-slide presentation about SFTI program and put out informational material (slide & talking points will be provided prior to the meeting).

Information to be Generated from Meeting:

Name/Affiliation & Prof. Meeting Info (from sheet to pass out – this will be provided)

Comments / Response to presentation (assign someone to jot down notes)

Participant response: Impact of meeting for you and for the greater community (scientific field):
(this would be sort of a Progress Report – what positive things will come from this meeting – I will include something in the sheet to pass out to participants)