

Community Conversation Summary Template

Use this template to record the major topics and ideas discussed during the Community Conversation.

Within 1 week of the event, the convener should

1. Download the electronic copy of the summary template, available at: http://www.atsdr.cdc.gov/nationalconversation/community_conversations.html.
2. Fill out the summary template using the notes from the meeting.
3. Send the summary to nationalconversation@cdc.gov. All summaries are due **by June 30, 2010**.

Convener contact information:

Name: _____

Email address: _____

Phone: _____

Address: _____

City

State

Zip

Convening organization(s) (if applicable):

Meeting location (city, state): _____

Meeting date: _____

Number of participants: _____

Brief description of participants and community:

Topic 1: Concerns

Participants' main concerns included:

Participants disagreed on whether to be concerned about certain issues, including:

Topic 2: Values

List several values that participants thought were important:

Topic 3: Roles and responsibilities

Participants noted key steps that certain groups could take, including:

Topic 4: Learning from accounts of success and failure

The main lessons we can learn from the discussion of successes and failures include:

Follow up

Did the group make any plans for a follow up meeting about local action?

Please list the email addresses of participants who noted on the sign-in sheet that they want to receive National Conversation updates.