Community Conversation Toolkit

Community Conversation Summary Template

NATIONAL CONVERSATION ON PUBLIC HEALTH AND CHEMICAL EXPOSURES
COMMUNITY CONVERSATION SUMMARY TEMPLATE

The note taker for your community conversation can use this template to record the major topics and ideas discussed during the Community Conversation.

Within one week of the event, the convener should:
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: _______________________________________________________

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 disagree 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:


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


*THANK YOU FOR CONTRIBUTING TO THE NATIONAL CONVERSATION!*