



# Community Conversation Summary Template

# 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:

1. Download the electronic copy of the summary template, available at: [www.atsdr.cdc.gov/nationalconversation/community\\_conversations.html](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](mailto: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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**\***  
YOU DO NOT NEED  
TO BE AN EXPERT.  
THE *NATIONAL  
CONVERSATION*  
TEAM WANTS INPUT  
FROM ANYONE WITH  
A PERSONAL AND/OR  
PROFESSIONAL  
INTEREST IN  
ENVIRONMENTAL OR  
PUBLIC HEALTH  
ISSUES.

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?

---

---

---

---

