

## 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](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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.*