Appointment

From: Wignall, Jessica [Jessica.Wignall@icfi.com]
Sent: 4/14/2014 5:41:28 PM
To: Wignall, Jessica [Jessica.Wignall@icfi.com]; Subramaniam, Ravi [Subramaniam.Ravi@epa.gov]; MAndersen@thehamner.org; Edna Mangum [EMangum@thehamner.org]

Subject: Formaldehyde Workshop: Session 1 Co-Chair Call
Attachments: Final Formaldehyde Workshop Agenda_04-11-14.docx
Location: Ex. 6 Personal Privacy (PP)

Start: 4/15/2014 7:00:00 PM
End: 4/15/2014 8:00:00 PM
Show Time As: Busy

Recurrence: (none)

Hello,
At this call, the co-chairs for Session 1 will meet and discuss the Formaldehyde Workshop. The final agenda is attached, and as a reminder, here are the co-chair responsibilities:

- Prior to the workshop:
- Provide a biosketch emphasizing your expertise and experience relevant to the workshop topics.
- Participate in up to three workshop session planning 1-hour conference calls.
- Review session speakers' draft presentations to help ensure relevancy to the workshop objectives and minimize potential redundancies between presentations.
- At the workshop on April 30 and May 1:
- Guide and moderate the session's discussion to keep the discussion on track and responsive to the discussion questions, encourage equal participation by the discussants, and elicit diverse opinions.

Best,
Jessica Wignall
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