

TOOL 3: AGENDA TEMPLATE

Day One:

- ✓ Attendee Introduction & Summit Goals – Hosts (45 minutes)
- ✓ First Session Working Groups: Discussion Questions 1-6 – All (90 minutes)
- ✓ Working Group Reports & Full Group Session: Discussion Questions 1-6 – All (90 minutes)
- ✓ Second Session Working Groups: Discussion Questions 7-12 – All (90 minutes)
- ✓ Working Group Reports & Full Group Session: Discussion Questions 7-12 – All (90 minutes)

Day Two:

- ✓ Synthesis of Day One Recommendations and Suggestions – Hosts (60 minutes)
- ✓ Full Group Session: Discussion on Recommendations and Implementation – All (120 minutes)
- ✓ Wrap-Up and Attendee Call to Action – All (30 minutes)