

## **HEPAP Subpanel on AARD Instructions for Speakers**

**From the subpanel:** *“[We] urge speakers to address the general issues of the role of AARD in high energy physics and the overall structure of the DOE and NSF programs as indicated in the charge--- national goals, stewardship for AARD, scope of the effort, quality, relevance, resources, management and training...We are not reviewing every AARD grant or task, we are evaluating the national program in the two funding agencies.”*

### **Instructions for the Rockville, MD and SLAC Town Hall Meetings**

- The “Open Mike” sessions last 60 minutes, each speaker will have 5 minutes
- Because of the brevity of each speaker’s time, no equipment will be available for projecting material
- If you have graphic or other printed material you wish the subpanel to see while you speak, you may bring paper handouts of the material (18 copies), or e-mail the material to [Marsha.Marsden@science.doe.gov](mailto:Marsha.Marsden@science.doe.gov) one week before the town hall meeting
- Because of the brevity of each speaker’s time and the limited number of speakers who can be accommodated, speakers will be scheduled in advance on a first-come-first-served basis. Please contact [ecolby@slac.stanford.edu](mailto:ecolby@slac.stanford.edu) to be added to the schedule

### **Instructions for the Fermilab Town Hall Meeting**

Instructions will be provided when the format is known. The town hall meeting is expected to be significantly longer at this subpanel meeting, and the format will be different. Instructions will be provided once details are finalized.

### **Instructions for posting your comments or handouts on this website (<http://accelerator-RD.org>)**

If you would like a posting here send a copy (MSword, PowerPoint, pdf) to [malamud@foothill.net](mailto:malamud@foothill.net)