



Example Research Facility Best Practices Meeting Agenda

Wednesday

8:00 AM	Continental Breakfast On-site
8:30 AM	Welcome to Host Location
9:15 AM	Introductions & Background - All
10:15 AM	Break & Group Photo
10:30 AM	Presentation 1
11:30 AM	Mini Presentations / Lessons Learned (15-20 minutes by meeting participants)
12:00 PM	Lunch On-site
1:00 PM	Facility Tour
2:30 PM	Benchmarking Review & Discussion - Bob Lambe, Facility Issues & All
3:00 PM	Break
3:15 PM participants)	Town Hall Hot Topics & Emerging Issues (Topics submitted by meeting participants)
5:00 PM	Daily Wrap-up No-host Group dinner

Thursday

8:00 AM	Continental Breakfast On-site
8:30 AM	Mini Presentations / Lessons Learned (15-20 minutes by meeting participants)
12:00 PM	Lunch On-site
12:30 PM	Presentation 2
1:30 PM	Facility Tour
3:00 PM	Break
3:15 PM participants)	Town Hall Hot Topics & Emerging Issues (Topics submitted by meeting participants)
5:00 PM	Daily Wrap-up No-host Group dinner

Friday

8:00 AM	Continental Breakfast On-site
9:00-11:00	Facility Tour
11:30 AM	Meeting Wrap-up/Feedback Survey Travel