

## Requirements for Public to Give Comments at ACIP Meetings

Requests to give a public comment at an ACIP meeting are to be submitted in writing via e-mail to [ACIP@cdc.gov](mailto:ACIP@cdc.gov)

**Deadline:** 10 workdays before the meeting.

### **Content of written comments:**

- name
- address
- organizational affiliation
- e-mail address of the speaker
- topic being addressed
- specific comments

### **Format and length of written comments:**

- Must not to exceed one single-spaced typed page with 1 inch margins containing all items above.
- Only those written comments received 10 days in advance of the meeting will be included in the official record of the meeting.

### **Timing and attendance:**

- Length of speech must be no longer than 3 minutes.
- Person giving comments must attend the public comment session at the start time listed on the agenda.
- Time for public comments may end before the time indicated on the agenda because it follows the last call for comments.

### **Contact:**

Stephanie Thomas, CDC, NCIRD. Email [ACIP@cdc.gov](mailto:ACIP@cdc.gov)