

## UCSF Community and Government Relations: Community Meeting Notification

It is the intention of UCSF Community and Government Relations to provide information in a timely fashion. We commit to striving to meet the following information distribution schedule for community meetings, including UCSF Community Advisory Group (CAG) meetings, CAG Action Team meetings, and other UCSF community meetings:

Community meeting notification will begin a minimum of four weeks in advance of the community meeting with an email notification and an online meeting announcement posted on this website. If a specific meeting location is not known, a “save the date” notice will be posted. Any postcard mailings will be sent as close to four weeks in advance of the meetings as possible, and newspaper advertisements will run with timeliness in mind, but based on the newspaper distribution calendar. Meeting notifications always include the main agenda topic.

Community meeting agendas and presentations will be posted on the UCSF Community Relations website if they are available in advance of the meeting. They will always be posted within two days after the meeting, barring technological difficulties. Our goal is to provide this information at least two days in advance, but this may not always be possible.