



Communications Subcommittee Meeting
Thursday, 16 May 2019 – 11:00 to 12:30
Room: New York
Mayflower Hotel
Agenda

Chairperson: Bob Beuerlein
Secretary: Christian Levac

[Link to all attachments](#)

Agenda item	ACTION
1. Welcome New Members and Introductions	
2. Minutes of the meeting in Mexico City and Berlin	Approval
3. Committee/Working Group Papers a) Papers Reviewed in last 6 months i. Status Update ii. Discussion iii. Learning b) Status of Current and Upcoming Papers c) Differences between Communications vs Scientific Reviews <i>Reference materials:</i> Guidelines for Committee, Section and Working Group Papers Peer Review Considerations and Readability Guidelines	Discussion
4. Policy on Media	Discussion
5. Guidelines for Newsletter Content	Discussion
6. Any other business	Discussion
Next meeting: Tokyo, Japan – 18-22 November 2019	