

**PREPARING FOR A CONFERENCE TO ADDRESS A CONCERN**

Purpose of the Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problem or Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What might be contributing? \_\_\_\_\_  
\_\_\_\_\_

Questions I want to ask: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Points I want to present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My suggestions to address concern or problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What am I willing to do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_