

Time	Activity	Purpose/Timing Notes	Facilitator/Presenter	Supporting Documents (responsible party)	Notes
Open Session – Full Group					
9:00– 9:05 am	Call to Order	Dr. Gibbons welcomes attendees	Dr. Gary H. Gibbons	ITAC shares Meeting “Splash” slide	
9:05 – 9:15 am	Admin. Announcements and Agenda Review	Dr. Moen reviews the day’s itinerary and provides key announcements	Dr. Laura K. Moen	ITAC share Meeting “Agenda” PPT slide	Dr. Moen provides housekeeping guidelines for meeting
9:15 – 9:45 am	NHLBI Director’s Remarks	Dr. Gibbons provides high level framing of goals for the day 30 min incl. Q&A	Dr. Gary H. Gibbons	ITAC will share and advance GHG’s slides	Dr. Moen invites Dr. Gibbons to speak
9:45 – 10:00 am	Break	Break in preparation for division presentations	Dr. Laura K. Moen	ITAC will begin preparing to share four division PPT slides decks in successive order	Dr. Moen will remind attendees of return time
10:00 – 10:30 am	DLD presentation	Division presentation 30 min incl. Q&A	Dr. James Kiley	DLD PPT slide deck ITAC will share and advance slides	Dr. Moen invites Dr. Kiley to speak
10:30 – 11:00 am	DBDR presentation	Division presentation 30 min incl. Q&A	Dr. Julie Panepinto	DBDR PPT slide deck ITAC will share and advance slides	Dr. Moen invites Dr. Panepinto to speak

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11:00 – 11:30 am	CTRIS presentation	Division presentation 30 min incl. Q&A	Dr. George Mensah	CTRIS PPT slide deck ITAC will share and advance slides	Dr. Moen invites Dr. Mensah to speak
11:30 am - Noon	DCVS presentation	Division presentation 30 min incl. Q&A	Dr. David Goff	DCVS PPT slide deck ITAC will share and advance slides	Dr. Moen invites Dr. Goff to speak
12:00 – 12:15 pm	Director’s Charge to the NHLBAC and Board of External Experts	Dr. Gibbons will give charge to Council/BEE members in three breakout groups	Dr. Gary H. Gibbons	ITAC shares Meeting “Charge” PPT slide	Dr. Moen invites Dr. Gibbons to speak
12:15 – 1:00 pm	Lunch + 15 mins transition break to run successively (45 mins total)	Adjourn for lunch (30 mins) followed by a break for queuing up working groups (15 mins)	Dr. Laura K. Moen	DERA staff will lead members to breakout rooms ITAC prepares virtual breakouts in ZOOM	Dr. Moen will remind attendees of return time for members to begin assembling into breakouts

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Closed Session – Breakout Groups					
1:00 – 2:30 pm	Concurrent WG Sessions: <i>A – Understanding Human Biology</i> <i>B – Reducing Human Disease</i> <i>C – Translation and Implementation</i>	90 minutes for discussion	Group A Co-Facilitators: Drs. Bertha Hidalgo and Gus Matute-Bello Group B Co-Facilitators: Drs. Mercedes Carnethon and Larry Fine Group C – Co-Facilitators: Drs. Judy Aschner and Patrice Desvigne-Nickens	ITAC will share Meeting “Key Questions” slide Working group attendee checklist (for DERA staff)	DERA staff opens and checks attendance, reads housekeeping rules, and turns to member co-facilitator to begin Council/BEE members discuss key questions NHLBI co-facilitator will monitor hand-raising, virtual chat, and time
2:30 – 3:00 pm	Report-out slide development	30 minutes for slide development DERA moderator will lead all workgroup members (not including the co-facilitators) back into main conference room, then return to breakout room	Work Group Facilitators, IT, DERA moderator, and WBD Notetaker in each breakout room during slide development	“Report-out” slide template – ITAC will share Final report-out slides will be developed by co-Facilitators and Notetaker Report-out slides will be uploaded to BOX	Members move back to main conference room Co-facilitators and notetaker will develop report out slides Notetaker finalizes slides and delivers to ITAC via BOX
3:00 – 3:15 pm	Break	Break in preparation for Report-out presentations	Dr. Laura K. Moen	ITAC will begin preparing to share three Report-out PPT slides decks in successive order	Dr. Moen will remind attendees of return time

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Open Session – Full Group					
3:15 – 4:15 pm	Report-Out Session: Groups A, B, and C 20 min incl. Q&A per group 60 min total	Three report-outs presentations back to back (10 min talk + 10 min Q&A)	Group A presenter: Dr. Bertha Hidalgo (BEE) Group B presenter: Dr. Mercedes Carnethon (Council) Group C presenter: Dr. Judy Aschner (BEE)	Report-out slides for groups A, B, and C ITAC will share and advance slides Council/BEE co-facilitators will make presentations	Dr. Moen welcomes everyone back and invites member co-facilitators from Group A to give report out, then Group B, then Group C Q&A follows each group’s presentation. Patty leads monitoring of Q&A, chat, hand raising, mute/unmute; ITAC provides support
4:15 - 4:30 pm	Closing Remarks	Wrap up discussion and final comments	Dr. Gary H. Gibbons	N/A	Dr. Moen thanks meeting attendees and turns the meeting over to Dr. Gibbons for closing remarks
4:30 pm	Adjournment	Dr. Moen officially closes the 2023 combined meeting	Dr. Laura K. Moen	N/A	Dr. Moen makes final administrative remarks