***The CEOR and New Orleans Community Advisory Board (CAB) members have the following expectations for investigators who request CAB member services and input regarding research projects:***

**Before meeting:**

* Prepare a short 5-7 minute presentation on your study, including excerpts from study abstract, design, proposed implementation and participant recruitment strategies, study challenges/successes experienced, etc.
* Two weeks prior to your presentation, send CEOR staff key materials for Board members to review in preparation (i.e. full abstract, study design, proposed implementation and participant recruitment strategies, participant recruitment materials, study challenges/ successes experienced, etc.).
* Prepare specific questions for CAB members to consider, to solicit constructive and thoughtful criticism. Submit to CEOR staff one week prior to your visit for CAB review.

**During meeting:**

* Plan to arrive 15 minutes ahead of scheduled meeting time, being respectful of the predetermined agenda as well as CAB members’ time.
* Use meeting time to receive responses to questions submitted to the CAB prior to the meeting, and to ask any new questions.
* If you disagree with particular feedback, engage in thoughtful discussion with CAB members about their valuable experiences that have led them to this understanding of next steps for the project.

**After meeting:**

* Complete an evaluation survey sent to you within two weeks of your presentation to evaluate your experience at the CAB meeting, and its impact on future research.
* Make contact with CEOR staff within three months of your meeting to schedule a midway meeting with the CAB to review recruitment strategies and network within target communities, as well as changes made to study design and proposed strategies after initial meeting (permitting that you presented to CAB during initial stages of project).
* Within three months of the completion of your research project, update CEOR staff and schedule time to follow up with CAB members, regarding the impact on your project (study successes, challenges, awards/achievements received in response to CAB feedback).

* Produce and submit a lay summary of your research results and conclusions to the CEOR point of contact two weeks prior to your follow-up meeting with the CAB. This summary will also be used for local distribution (including on the LA CaTS Website, LA CaTS Community Website, shared with CAB member networks, etc.)