

## AC Meeting – Quick Reference

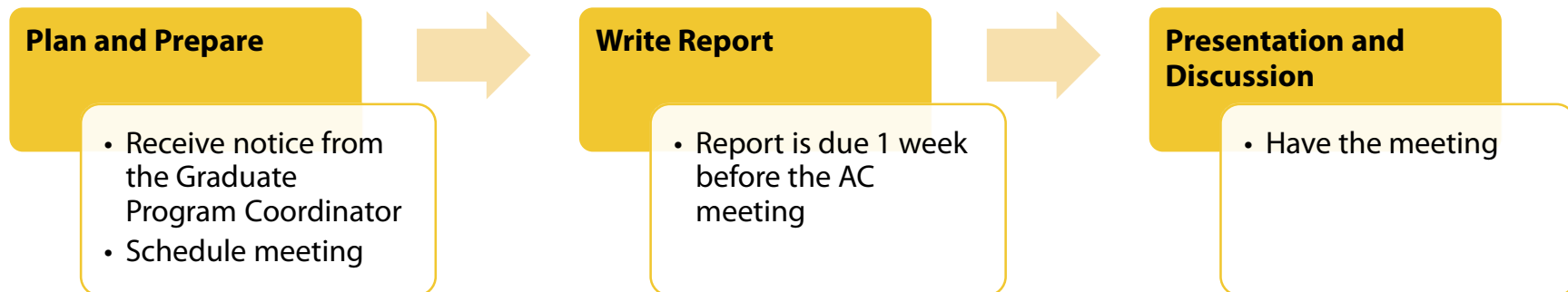
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### Meeting Components

Report	Presentation	Discussion
<ul style="list-style-type: none"><li>• A written update on your progress toward research goals and program milestones</li><li>• Plans for future work (short and long-term)</li><li>• 3,000 words maximum (not including references)</li></ul>	<ul style="list-style-type: none"><li>• A presentation describing your research goals, program progress and future plans</li><li>• The audience is your advisory committee</li><li>• 15 - 20 min</li></ul>	<ul style="list-style-type: none"><li>• Opportunity for you to ask questions or seek advice</li><li>• Questions / comments from your committee in an open format, moderated by the chair</li><li>• Approx. 30 - 60 min</li></ul>

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### Timelines



AC meetings must be held at least **every 12 months** (until permission to write has been granted).