REPORT REVIEW COMMITTEE
GUIDELINES FOR REVIEW

WORKSHOP REPORTS AND SUMMARIES

THE NATIONAL ACADEMIES
Advisers to the Nation on Science, Engineering, and Medicine
The products of convening activities, such as the workshop report (prepared by a committee) or the workshop summary (prepared by a rapporteur), reflect what transpired at the workshop and do not present the consensus view of the planning committee or workshop participants. The following questions may be used as a guide to formulating your comments.

1. Does the introductory material clearly explain the purpose and context for the report? Does the report cover what it says it does and (if needed) does it explain what it does not cover?

2. Is the content of the report clear and comprehensible?

3. If you attended the workshop, does the content of the report accurately reflect the presentations, discussions, and papers?

4. Are all views expressed in the report appropriately attributed to individual participants or groups of participants in the workshop? Does the report contain any statements that might be misconstrued as reflecting consensus judgments of the authoring committee or workshop participants as a whole?

5. Is the presentation of material balanced and fair? Are any sensitive policy issues treated with proper care? Is the title appropriate?