

Energy Fact Sheet Kick Off Meeting Agenda
Wednesday, July 19th, 2006, 7:00pm – 8:00pm
Muddy Charles Pub

Introductions

Energy Fact Sheets Overview

- Description of project vision and origins
- A sample energy fact sheet

Discussion

- Vision of Energy Fact Sheets
 - o Purpose
 - Be able to put numbers in context, numbers for comparison
 - Present key issues, trends, and future considerations
 - Simple and as close to irrefutable as possible
 - o Audience (e.g. students, business people, experts, novices, free or fee, etc.)
- Type and scope of information
 - o Historical trends versus future projections
 - o Numbers and plots versus issues
 - o Key references
 - o US versus world information
- Presentation and structure
 - o Number of pages
 - o Rough versus exact numbers, significant figures
 - o Information common amongst sheets, fact sheet template
 - o Common formatting and style
 - o Downloadable PDFs versus web-based form
- Model for putting together these fact sheets
 - o Who will write the fact sheets?
 - o Expert reviewers?

Logistics

- Sign e-mail list
- What needs to get done before work can commence on writing fact sheets?
- Next meeting?