

Missouri Health Facilities Review Committee

MEETING PROTOCOL

Presenter Information

- **REPRESENTATIVE REGISTRATION FORM**
All presenters must complete and sign a “**Representative Registration Form**” and give it to the Sign-In Coordinator **prior to speaking**. This form is available on a table near the entrance to the meeting room.
- **APPLICANT PRESENTATION OF KEY POINTS**
The applicant’s presentation should be a “summary of key points” based on the written application and should not exceed 10 minutes inclusive of all presenters.
- **NO NEW MATERIAL**
Applicants are reminded that **no new material** is to be introduced, and no materials are to be distributed at the meeting.
- **PRESENTATIONS OF AFFECTED PARTIES (Not previous business items.)**
Each presentation of an “affected party” is limited to 3 minutes per person, **up to a maximum of 90 minutes per project collectively for supporting, 20 minutes for neutral, and 90 minutes for opposing presentations**. (One spokesperson per group is preferred.)
- **APPLICANT SUMMATION**
The summation is intended to recap the key points made by the applicant. Rebuttals of “affected party” presentations by applicants are generally discouraged and will not normally be entertained from the floor.

General Information

- **PRESENTATION AREA**
Individuals waiting to present shall remain clear of the presentation area until specifically called by name or upon “open call” by the chairman.
- **TIME MONITOR**
Prescribed time limits will be monitored by the Time Keeper. Presenters shall observe the Time Keeper’s indications of lapsed time to ensure each presenter has an opportunity to present within the allotted time.

Missouri Health Facilities Review Committee

MEETING FORMAT

Time	Function	Activities and Condition
As needed	Staff introduction of project	Overview of application and staff analysis.
As needed	Committee Questions	Staff responds to Committee questions.
10 minutes	Applicant Presentation	Presentation of application concentrating on need, financial feasibility, special needs, and cost effectiveness. No introduction of new material and no distribution of additional papers.
As needed	Committee Questions	Applicant responds to Committee questions.
3 minutes per person	Presentations by affected parties supporting the project. (Not previous business items.)	Individual presenters provide <i>supportive</i> information relevant to need, special needs, financial feasibility, cost effectiveness and how the proposal affects presenter. (<i>One spokesman per group preferred.</i>)
As needed	Committee Questions	Affected parties respond to Committee questions.
3 minutes per person	Presentations by affected parties neutral to the project. (Not previous business items.)	Individual presenters provide information relevant to need, special needs, and cost effectiveness.
As needed	Committee Questions	Affected parties respond to Committee questions.
3 minutes per person	Presentations by affected parties opposing the project. (Not previous business items.)	Individual presenters provide <i>alternative</i> 3 minutes information relevant to need, special needs, financial feasibility, cost effectiveness and how the proposal affects presenter. (<i>One spokesman per group preferred.</i>)
As needed	Committee Questions	Affected parties respond to Committee questions.
5 minutes	Applicant Summation	Clarification of issues and key points.
As needed	Committee	Discuss and decide to: <ul style="list-style-type: none"> • Approve based on information in application; • Approve modified application; • Deny based on finding of no need; or • Defer to the next meeting.

max. 90 min.

max. 20 min.

max. 90 min.