# Convening Title

### Convening date, year

DELETE THESE DIRECTIONS BEFORE SHARING THE DOCUMENT

This document serves as a template to provide context or framing for an upcoming convening event and suggest materials that should be read before the event. Suggested heading sections are outlined, including an agenda table template. Feel free to add and remove sections as needed.

Use the integrated FFAR-branded and formatted Headings found in the Styles launcher in the Ribbon. All text should be in FFAR-branded grey, which is pre-set in this document. DO NOT use black, FFAR green or any other color for text, except hyperlinks, which should be the FFAR-branded orange and underlined. The hyperlink text feature is pre-set in this document.

[Start with an introduction to the convening that includes the following:] The [Foundation for Food & Agriculture Research](https://foundationfar.org/) (FFAR) is a nonprofit that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. The overarching purpose of this Convening is to [INSERT TEXT]. This framing document serves as a primer for the Convening on date, year.

### Background

[Use this space to provide background information, including why FFAR is focusing on or is interested in this topic.]

### Objectives

[Use this space to outline Convening objectives.]

### Focus Areas & Themes

[Use this space to outline convening focus areas and themes for discussion.]

1. Theme 1
   1. Detail 1
   2. Detail 2
2. Theme 2
3. Theme 3

## Logistics

#### Location

Address

#### Lodging

Details

#### Transportation

Details

#### Meeting Dates & Times

* Day 1
* Day 2

## Agenda

|  |  |
| --- | --- |
| Day 1- Day, Date | |
| xx:xx | Agenda Item |
| xx:xx | Agenda Item   * Detail 1 * Detail 2 * Detail 3 |
| xx:xx | Agenda Item |
| xx:xx | Agenda Item   * Detail 1 * Detail 2 |
| xx:xx | Agenda Item |

### Meeting Norms

Use this space to outline any meeting norms and expectations, such as Chatham House Rule.

### Convening Attendees

Attendees should be listed in alphabetical order of last names.

* First Name Last Name, Title, Organization

### Suggested Pre-Read Documents

* Source

### Convening Steering Committee

Committee members should be listed in alphabetical order of last names.

* First Name Last Name, Title, Organization