

## **P&T Committee Guidelines for Submission or Presentation**

Members of the public may submit clinical or other relevant information to the P&T Committee for their review as a written submission. Members of the public may request an opportunity to speak at the P & T Committee meeting to offer public testimony on matters relevant to its agenda items. The guidelines are outlined below:

### **Written Submissions**

Clinical or other relevant information must be submitted **at least 2 weeks prior** to the applicable meeting either electronically or by hardcopy mail to the corresponding address below. Material received after the submission deadline will not be distributed or considered by Committee members. Electronic copies are preferred, but either form of submission is acceptable. Submissions should be as brief as possible to allow for successful electronic distribution to Committee members. For example, executive summaries are preferred over full monographs with package inserts. The Committee chairperson (or designee) will distribute submitted materials to Committee members.

### **Public Testimony**

Individuals who would like to speak at a P & T Committee meeting must submit a written document to the Committee **at least 2 weeks prior** to the applicable meeting at which they wish to speak. The written document must indicate that they would like to speak at the meeting and outline the subject matter to be covered. Any supplemental materials that need to be distributed to the Committee members must be attached to the request. No materials can be distributed during the P & T Committee meetings by a speaker.

If the request is sent electronically, the subject line should contain the following phrase: **Request to speak at P & T meeting on 'date in MM/DD/YY format'** If the request is sent by mail, the lower left hand side of the envelope should contain the following phrase: **Attention – Public Testimony Request**

At least **1 week prior** to the scheduled meeting, the Committee chairperson (or designee) will notify those individuals offering testimony with the maximum amount of time allowed for their public testimony and an approximate time for their appearance at the meeting.

The first portion of each Committee meeting will be designated as the public portion of the meeting. It may be necessary for the Committee Chairperson to limit speakers' presentations to a maximum of two (2) minutes, depending on the number of individuals who wish to speak at a particular meeting and the number of items on the agenda for that meeting. Questioning by Committee members after speakers' presentations may be permitted at the discretion of the Chairperson and will not be counted toward the maximum allotted time for a speaker's presentation.

Speakers will state their names and identify the company, group, or organization they represent, and any financial disclosures pertinent to their presentation. **Only one speaker per company, group or organization** is permitted.

### **Submit mailed materials to:**

**Gainwell Technologies**

**PDL Coordinator**

**55 Hartland Street**

**East Hartford, CT 06108**

### **Submit electronic materials to:**

**[ConnecticutPDLQuestions@gainwelltechnologies.com](mailto:ConnecticutPDLQuestions@gainwelltechnologies.com)**