

# Breakout Briefing

## Introduction

- Mini presentations for morning breakouts are due to your Recorder NOW.
- For afternoon breakouts presenters are due to your Recorder at LUNCH.
- Breakouts are the primary means for fulfilling the goals of our meeting. We have an opportunity for our results to be heard by the NASA Advisory Council.
- Breakout objectives are to identify Opportunities, Obstacles, and Options\*\* for:
  - Cooperative Scientific Opportunities (among missions)
  - A Common Coordinate System
  - International Access to Lunar Data
  - Common Calibration Sites
  - International EPO Opportunities

\*\* Options are strategies that can navigate the Obstacles to take best advantage of Opportunities.

# Facilitation & Reporting Tools

- Stickable Easel Charts & Pens available (no easels available)
  - PPT Template & Projection (Recorders get electronic copy of template from Kristina. Hard copy is also available for each Recorder.) PowerPoint template layout shown below.
1. TITLE SLIDE [INSERT breakout name, facilitator & recorder]
  2. LIST of CORE TEAM MEMBERS
  3. LIST of PARTICIPANTS
  4. BACKGROUND PRESENTATIONS PROVIDED
  5. **OPPORTUNITIES**
  6. **OBSTACLES & ISSUES**
  7. **OPTIONS (for taking advantage of opportunities and overcoming obstacles to make progress)**
  8. **IDEAS FOR COMMUNICATING OUR FINDINGS**
  9. OTHER?

# Day 2 Breakout Process

0900 ORIENTATION TO BREAKOUT PROCESS [morning breakout presentations to Recorder]

0920 DISPERSE TO BREAKOUT ROOMS

0930 BEGIN SESSION BREAKOUTS

- Facilitator organizes the mini-presentations (5-10 minutes each) and invites diverse opinions & perspectives in a rich discussion to achieve outcomes (Opportunities, Obstacles, Options).
- Recorder records notes projected in real time in a PPT template that is provided.
- Easel charts (with sticky backs) and marker pens are also available for those who would like to use them.

1100 BREAK

- Facilitator & recorder complete a 10-min PPT presentation for the Plenary Report.
- Report delivered on a memory stick to plenary computer by 11:15 for upload

1130 RECONVENE in Keoni Auditorium for Plenary Session

- Facilitator gives a plenary report and leads Q& A for their breakout session (10 min)
- Recorder records comments expressed during plenary discussion in PPT (20 min)

1300 LUNCH BREAK [afternoon breakout presentations due to Recorder]

1400 RECONVENE DIRECTLY TO YOUR BREAKOUT SESSION or WORKING GROUP

1530 BREAK

- Facilitator & recorder complete a 10-min PPT presentation for the Plenary Report.
- Report delivered on a memory stick to Kristina no later than 1545 for upload

1600 RECONVENE in Keoni Auditorium for Plenary Session

- Facilitator gives a plenary report and leads Q& A for their breakout session (10 min)
- Recorder records comments expressed during plenary discussion in PPT (20 min)

1700 ADJOURN

- Facilitator & Recorder for each breakout session complete a final PPT presentation using the template provided. Report must be delivered on a memory stick to Gordon or Cherilynn before leaving for the day. Reports will be synthesized and a summary plenary report provided on Thursday morning for general concurrence.

# Core Teams for Breakouts

## WEDNESDAY MORNING

- **Cooperative Scientific Observations** [**KEONI AUDITORIUM – 40 seats**]  
**FACILITATOR:** Alan Stern    **RECORDER:** John Keller  
CORE TEAM: Manabu Kato, Keith Raney, Carle Pieters, Bernard Foing, Sylvie Espinasse, Igor Mitrofanov, David Smith, Dave Everett and/or Mark Houghton, Jerry Fishman, Ben Bussey, Stu Nozette
- **Common Coordinate System** [**KANIELA ROOM – 30 seats**]  
**FACILITATOR:** Maria Zuber    **RECORDER:** Brent Archinal  
CORE TEAM: Greg Neumann, Koji Matsumoto, Lisa Gaddis, Christian Veillet, Anton Sanin, Charles Acton
- **International Access to Lunar Data** [**PAGO PAGO ROOM – 20 seats**]  
**FACILITATOR:** Susan Slavney    **RECORDER:** Ed Guinness  
CORE TEAM: Stan Scott, Ernest Bowman-Cisneros, Hirokazu Hoshino, Maxim Litvak, Jeff Plescia, Tom Morgan

## WEDNESDAY AFTERNOON

- **Calibration Sites** [**KEONI AUDITORIUM – 60 seats**]  
**FACILITATOR:** Carle Pieters    **RECORDER:** David Smith  
CORE TEAM: Manabu Kato, Christian Veillet, Ed Guinness, David Paige, Bernard Foing (part time), Harlan Spence, Igor Mitrofanov
- **International EPO Opportunities** [**KANIELA ROOM – 30 seats**]  
**FACILITATOR:** Cherilynn Morrow    **RECORDER:** Stephanie Stockman  
CORE TEAM: Hirokazu Hoshino, Bruce Betts, Cass Runyon, Sheri Klug, Nick Gross, Doug Roberts, Polly Andrews, Bernard Foing (part time), Anton Sanin