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## Drugs and Therapeutics (D&T) Advisory Board Meetings Guidelines for Public Speakers

1. Speakers may present written or oral information to the D&T Advisory Board **only during the Public Comments portion of a meeting.**
2. All presentations and materials presented to the D&T Advisory Board must be relevant to the current meeting agenda topics.
3. Registration to speak is required prior to each meeting.
4. Speakers must register, up to 14 days prior to the meeting, by sending a signed [Public Testimony Registration & Conflict of Interest Disclosure Form](#) with an explanation of the topic to be presented to [HFS.DandTAdvisoryBoard@illinois.gov](mailto:HFS.DandTAdvisoryBoard@illinois.gov).
5. Drug Manufacturers whose products are under review may make an oral presentation or submit written materials to the Board during the Appeal Review discussion for their product or during the time reserved for Public Comments.
6. Drug Manufacturers should focus on the relative clinical merits of their product in comparison to similar products. Price will not be discussed with the D&T Advisory Board.
7. Drug Manufacturers should not discuss D&T Advisory Board business, by any means, including written or oral communication, with a Board member outside of the public meeting setting.
8. Supplemental materials may be sent, up to 14 days prior to the meeting, to [HFS.DandTAdvisoryBoard@illinois.gov](mailto:HFS.DandTAdvisoryBoard@illinois.gov) for earlier distribution to the D&T Advisory Board.
9. Speakers must provide electronic versions, if possible, of the presentation for the D&T Advisory Board. Please send these in advance, for distribution to the Board members via email to: [HFS.DandTAdvisoryBoard@illinois.gov](mailto:HFS.DandTAdvisoryBoard@illinois.gov).
10. The Board Liaison will confirm a spot on the Public Speaker roster with registered speakers prior to the meeting. To be confirmed, requests to present must be received by 3:00pm CST on the Friday prior to the meeting.
11. Presentations will be limited to a maximum of 3 minutes. The D&T Advisory Board Chair has the option to extend or further limit the speaker's time.
12. Unscheduled speakers may speak, **time permitting**, following scheduled speakers. Unscheduled speakers should check-in with the Board Liaison at least 30 minutes prior to the start of the meeting and must provide a **Public Testimony Registration and Conflict of Interest Disclosure form**.