**Sent:** Tuesday, June 4, 2024 9:41 AM  
**Subject:** Preparatory schedule for the upcoming October WP4C meeting.

Hello all,

Noting that we are going into the summer season, I have put together the schedule below for our preparations for the October WP4C meeting.  I have shamelessly borrowed from Clay’s ideas of allowing time for offline discussions of the final drafts in the hopes of consensus before the final meeting, scheduled for  the Tuesday after Labor Day.

Kathyrn

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| **Date** | **U.S. WP 4C Preparation** |
| 14 June 2024 Friday | Fact sheets circulated by authors to USWP4C reflector – comments to be provided to authors by e-mail |
| 12 July 2024 | First drafts circulated |
| 16 July 2024 | First meeting |
| 16 Aug 2024 | Final drafts circulated |
| 23 Aug 2024 | Comments provided on final drafts |
| 24 – 31 Aug 2024 | Offline meetings to resolve comments |
| 3 September 2024 (Tues.) | Final meeting |
| 11-25 September 2024 (Wed.-Tues.) | National Committee review |