[project]

**[date and location]**

# INTERVIEW schedule

| [day and date] (Day 1) | | |
| --- | --- | --- |
| Time | Name and Position of Presenter | Details |
| [time] | [name  [position and organisation] | [area of expertise / knowledge] |
|  |  |  |
|  |  |  |
|  |  |  |

**Note:**

**Review teams typically prefer to meet only one or two interviewees at a time, focused on the same   
subject matter.**

**Interviewees can and should include representatives external to the project team.**

**Interviewees should refer to the ‘What an Interviewee Needs to Know’ information sheet.   
Pre-prepared presentations are not necessary.**