Adding Sponsor Block Days to Your Calendar

Background:
- The Office of New Animal Drug Evaluation (ONADE) sets aside certain days each month when sponsor meetings are the scheduling priority for the office. On those "block days," review divisions clear their calendars of everything within their control in order to make themselves available for the scheduling of sponsor meetings.
- Block days do not guarantee a certain meeting date, as there are calendar items beyond individual reviewer control, and the leave policy for ONADE personnel is not affected. ONADE will entertain requests to schedule sponsor meetings on non-block days, and also reserves the right to schedule sponsor meetings on non-block days in order to facilitate a timely meeting.
- To designate which days within a month are the block days, CVM has generated two calendar appointment ICS files.
    o Each appointment is a two-day duration; one appointment is for the second Wednesday of the month and the following Thursday, and the second appointment is for the fourth Wednesday of the month and the following Thursday.
    o Both calendar appointments can be opened and saved by CVM employees and by sponsor employees.
    o Both calendar appointments are all-day appointments with the time designated as "free."

Overview of the calendar appointments (plain language section):
- Appointment 1 of 2 starts on January 13, 2016. It has a two-day duration, recurs monthly on the second Wednesday of every month, and has no end date. "Show as" is set to "Free" and "Reminder" is set to "None."
- Appointment 2 of 2 starts on January 27, 2016. It has a two-day duration, recurs monthly on the fourth Wednesday of every month, and has no end date. "Show as" is set to "Free" and "Reminder" is set to "None."

To add the appointments to your calendar:
- Open your calendar (Outlook or other program).
- Open the file "Sponsor meeting block days_1of2.ics" attached to this document. It should display as a recurring appointment in your calendar program.
- Click "Save and close" to save the recurring appointment to your calendar.
- Open the file "Sponsor meeting block days_2of2.ics" attached to this document and click "Save and close" to save to your calendar.
- It is important to save both appointments to your calendar to ensure you have both sets of block days for each month.