



How to communicate with the board

Here is the process to sign up to speak during a board meeting, submit written comments, or send materials for board review. Here are things to note:

- Written comments will be posted to the PDAB website and will include the name of the writer. The writer's personal contact information will be removed.
- Board meetings are recorded and the video is posted on the PDAB website.
- All comments will be added to the record and may be subject to disclosure upon request under the Oregon Public Records and Meetings law.

Register on zoomgov

Register for board meetings using the link on the [PDAB website](#). Identify yourself using the Zoom name function before joining the meeting. Enter your first name, last name, and company/organization.

Give oral testimony during a board meeting

To provide oral comments, complete and submit the [public comment form](#) located on the PDAB website at least 24 hours before the board meeting. During the meeting, the board chair will announce the public comment portion of the agenda and call on each speaker. The host will change Zoom settings to allow you to control the mic and camera. When you start your testimony, please announce your full name and the group or organization you represent. Public comments are usually limited to **three minutes**, but the board chair will announce time limits.

Submit general written testimony

To provide general written comments, complete and submit the [public comment form](#) at least 48 hours before a meeting. Written comments submitted later than 48 hours will be addressed at the next board meeting.

Submit written testimony for prescription drug reviews

To provide written comments about specific drugs under review, complete and submit the [public comment form](#) at least 48 hours before a meeting. Written comments submitted later than 48 hours will be addressed at the next board meeting.

Submit materials for board review

To provide materials for the board to consider, including patient experience, academic articles, or manufacturer information, complete and submit the [public comment form](#) at least 48 hours before a meeting. Materials submitted later than 48 hours will be addressed at the next board meeting.

Confirmation emails: A staff member will send an email that the board has received your letter. If you do not receive a confirmation, please email pdab@dcbs.oregon.gov. For assistance, send an email to pdab@dcbs.oregon.gov or call 971-374-3724.