

# Section/Committee Meeting Form



Date: June 26, 2018

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Name \_\_\_\_\_ Phone \_\_\_\_\_

e-mail \_\_\_\_\_

Section/Committee \_\_\_\_\_

Meeting Date \_\_\_\_\_ Meeting Time \_\_\_\_\_

Venue Preference #1 \_\_\_\_\_

Venue Preference #2 \_\_\_\_\_

\_\_\_\_\_ Full Section Meeting    \_\_\_\_\_ Executive Committee

Co-sponsor/Joint Meeting \_\_\_\_\_

Meeting Agenda:

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A/V Requirements \_\_\_\_\_

Head Table Required \_\_\_\_\_ Number of Speakers \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Event Title for Reader Board (if applicable) \_\_\_\_\_

Miscellaneous Instructions

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