**Meeting Request Form**

**Scheduling Policy**

**Thank you for reaching out.  We look forward to assisting in accommodating your request.  As such, we ask you provide as much detail as possible when submitting your request.  Due to the high volume of requests, we are unable to accommodate all and ask that this form be filled out in its entirety with as much detail as possible.  Requests that do not meet this criterion will not be accommodated.**

Organization \_\_\_\_\_\_\_\_\_\_

Point of Contact \_\_\_\_\_\_\_\_\_\_

Meeting Topic \_\_\_\_\_\_\_\_\_\_

Please provide a detailed description for the purpose of this meeting \_\_\_\_\_\_\_\_\_\_

Proposed meeting dates/timeframe (indicate time-zone): \_\_\_\_\_\_\_\_\_\_

Meeting location (Virtual or In-person) \_\_\_\_\_\_\_\_\_\_

If in person, Length of Meeting \_\_\_\_\_\_\_\_\_\_

Run of Show/Agenda \_\_\_\_\_\_\_\_\_\_

Participants \_\_\_\_\_\_\_\_\_\_ (Full Name and title) (Please indicate if any participants are foreign nationals):

If principle is unable to meet, is a surrogate desired? (optional) \_\_\_\_\_\_\_\_\_\_