

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) _____