



**World Environmental & Water Resources Congress 2009**  
**COMMITTEE MEETING REQUEST FORM**  
**Deadline: Friday, March 13, 2009**

Committee or Task Committee Name/Parent Council: \_\_\_\_\_  
 Requesting Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Meeting Goal/Justification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Meeting time(s):**

**Note:** Please indicate your preferences below by placing the numerals 1, 2, or 3 in correspondence with the time slots. If all choices are not listed, this form will not be accepted. A proposed agenda must also be included to make the meeting request complete.

	SATURDAY 5/16/09	SUNDAY 5/17/09	MONDAY 5/18/09	TUESDAY 5/19/09	WEDNESDAY 5/20/09	THURSDAY 5/21/09
8:30a - 12:30p						
1:00p - 5:00p						
6:00p - 10:00p						

*A/V Equipment needed or other special instructions: (A/V Equipment and special setup costs are charged directly to the committee requested amount. Please check that your committee's requested amount is sufficient to cover these costs)*

\* Requested Amount: \_\_\_\_\_ Number of attendees anticipated: \_\_\_\_\_

**Names of attendees to be reimbursed (Must be members of either EWRI/ASCE):**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Committee or Task Committee Chair*

Please return your *Committee Meeting Request Form* no later than **Friday, March 13, 2009** to:  
 Ann Rountree · EWRI/ASCE · 1801 Alexander Bell Drive, Reston, VA 20191-4400  
 Phone: (703)295-6034 · Fax: (703)295-6371

**NOTE: The above staff person must receive this form either by fax, email or mail.**

We ask that requests be submitted early so that we may accommodate as many of your choices for time slots as possible, and rooms may be assigned and authorizations mailed out in a timely manner.

\* = Due to budget limitations, the requested amount may not necessarily be granted in full.