



ENVIRONMENTAL &
WATER RESOURCES
INSTITUTE

World Environmental & Water Resources Congress 2011
COMMITTEE MEETING REQUEST FORM
Deadline: Monday, January 3, 2011

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 or it will not be considered for approval.

	SATURDAY 5/21/11	SUNDAY 5/22/11	MONDAY 5/23/11	TUESDAY 5/24/11
8:00a - 12:00p				
12:30p - 4:30p				
5:30p - 9:30p				

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 EWRI/ASCE):*

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Signed by: * _____

Date: * _____

Committee or Task Committee Chair

Please return your *Committee Meeting Request Form* no later than Monday, January 3, 2011 to:

Sara Hagan · EWRI/ASCE · 1801 Alexander Bell Drive, Reston, VA 20191-4400

Phone: (703)295-6034 · Fax: (703)295-6296

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

<http://content.ewrinstitute.org/committees/committee-meeting-request-form.html>

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.

* Required Information

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