

MEETING REQUEST FORM CHECKLIST

The person requesting the meeting must have:

- Reviewed available meeting times.
- Filled out 1st, 2nd, and 3rd choices for meeting time(s).
- Made sure that all core group members who will request reimbursement are EWRI members. If they are not, they cannot receive reimbursement.
- Included a proposed meeting agenda.
- Confirmed that the 'Amount Requested' is included on the meeting request form.

If all the above have been fulfilled, you are now ready to send in the meeting request form. Please send the form to: Sara Hagan, EWRI/ASCE, 1801 Alexander Bell Drive, Reston, VA 20191; by fax (703)295-6371; or complete the online meeting request form at <http://content.ewrinstitute.org/committees/committee-meeting-request-form.html>.

(Note: Committee meeting time options on Saturday and Sunday may be combined to create a longer meeting time. For example, if your committee work requires an eight hour meeting, any two consecutive meeting times can be combined to create a longer meeting block.)

For additional information about the May 22-26, 2011 World Environmental & Water Resources Congress in Palm Springs, California, please access the following web address:

www.asce.org/conferences/ewri2011