

Section Meeting Checklist

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| Section: | Chose a Section. |
| Is this a Joint Meeting? |[ ]  With What Section? | Chose a Section. |
| \*\* IMPORTANT - JOINT MEETINGS ARE NOT WITH YOUR SISTER SECTION IN THE SOUTH OR NORTH \*\* |
| TYPE OF MEETING: | HYBRID (Webcast & In-Person) [ ]  | WEBCAST ONLY [ ]  |
| Meeting Date: | Click or tap to enter a date. |
| Is this a Webinar or Meeting? (Webinar with attendees muted and camera off, Meeting with attendees’ cameras on and mics on) [ ]  WEBINAR OR [ ]  MEETING |
| Speaker(s): Please include position and company |
| Name, Role & Company | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Name, Role & Company | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Name, Role & Company | Click or tap here to enter text. |
| Email:  | Click or tap here to enter text. |
| Topic: | Click or tap here to enter text. |
| Additional Information to be Included: (Short explanation) |
| Click or tap here to enter text. |
| Can we record this session? (Check if yes) [ ]  | Will the Speaker have a PowerPoint? (Check if yes) [ ]  | Can the materials (PowerPoint) be distributed to the attendees? [ ]  |
| Please provide any PowerPoint presentations or materials at least 24 hours prior to the meeting. |
| Who is the Moderator of the meeting? (Introducing the speaker) Name & Email:  | Click or tap here to enter text. |
| Sections to be invited that may share interest? | Choose a Section. | Choose a Section. | Choose a Section. |
| Dietary Requirements of the speaker (If any): | Click or tap here to enter text. |