

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. | | | | | | | | | |
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| 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. | | | | |