**CEOS SIT-34 Side Meeting Request Form**

(*Please return by March 15, 2019 to*

*Kerry Sawyer (*[*kerry.sawyer@noaa.gov*](mailto:kerry.sawyer@noaa.gov)*)*

**Meeting Venue**: The Mayfair at Coconut Grove, 3000 Florida Avenue, Miami, FL, 33133

Side meetings will be held on 2 April 2019. Three meetings rooms will be available for side meetings. Reservations will be made on first-come, first-served basis. Please note that room sizes are limited to maximum persons of 40, 15, and 10.

Each room scheduled for side meetings is expected to have a speaker phone (local or toll-free numbers only), projector, screen, and connection cables for laptop displays available.

**\*\***Please note that each side meeting host/POC **will be responsible to provide the following: WebEx or GTM meeting connection (if required), presentation laptop (and person to run laptop and presentations)\*\***

**Organizing entity/meeting theme**

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**How many attendees are expected?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred meeting start time and duration?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Point of contact for this meeting:**

**Name:**

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**E-mail address:**

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