



ZOOM MEETING REQUEST FORM

PURPOSE

THIS REQUEST FORM SHOULD BE USED FOR A SECTION/MAL/AFFILIATE/COMMITTEE TO REQUEST THE USE OF A SWE ZOOM ACCOUNT TO BE USED FOR A MEETING OR EVENT.

SCHEDULE A MEETING

SECTION/AFFILIATE NAME:

MEETING DATE:

START TIME:

END TIME:

TIME ZONE:

TOPIC:

MEETING DESCRIPTION:

IS REGISTRATION REQUIRED?

WHICH COUNTRIES WILL PARTICIPANTS DIAL FROM?

IS THIS A RECURRING MEETING?

IF YES, PLEASE LIST RECURRING DATES AND TIMES BELOW:

PLEASE RETURN COMPLETED FORM TO MEMBERSHIP@SWE.ORG