

## MEETING REQUEST FORM CHECKLIST

Person requesting the meeting has:

- Reviewed available meeting times:

**Monday, July 18, 2005**

8:00a.m. – 12:30pm

1:30p.m. - 6:00p.m.

**Tuesday, July 19, 2005**

9:00a.m. – 12:30p.m.

1:30p.m. – 5:00p.m.

6:00p.m. - 10:00p.m.

- Filled out 1<sup>st</sup>, 2<sup>nd</sup>, and (3<sup>rd</sup> for Tuesday only) choices for meeting time(s);
- Made sure that all core group members who will request reimbursement are either ASCE or 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. Either mail or fax the form to: Wayne Davis, EWRI/ASCE, 1801 Alexander Bell Drive, Reston, VA 20191-4400, fax: (703)295-6371. Or complete the online meeting request form at <http://www.ewrinstitute.org/wsmmtgform.cfm>.**

**For additional information about the July 19-22, 2005 EWRI Watershed Management Conference, please access the following web address:**

<http://www.asce.org/conferences/watershedmanagement2005/>