**CEOS SIT-33 Side Meeting Request Form**

(*please return by March 16, 2018 to*

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

**Meeting Venue**: Cooperative Institute for Research In Environmental Sciences (CIRES) at the University of Colorado, Boulder, 1665 Central Campus Mall

Side meetings will be held on 23 April 2018. Three meetings rooms will be available for side meetings. The reservation will be made on first-come, first-served basis.

Each room scheduled for side meetings will have a speaker phone, 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) – these will not be provided by CIRES.**

**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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