**Administrative event e-notice circulation request form**

Meeting Type (Meeting/Training/Planning/AGM): ------------------------------------------------------------------

Meeting Title: ------------------------------------------------------------------------------------------------------------------

Organising OU: -----------------------------------------------------------------------------------------------------------------

Agenda (for Meeting): -------------------------------------------------------------------------------------------------------

Date: ------------------------------------------------------------------------------------------------------------------------------

Venue Address (or Online Link): -------------------------------------------------------------------------------------------

Registration Fee (free or $): ------------------------------------------------------------------------------------------------

Who can attend (IEEE members only or open to non-IEEE members): ------------------------------------------