

# Fifth District Southern Region

## Teleconference – Electronic Meeting

# Scheduling &/or Posting Request

Send the following information to: [D5SeMeeting@gmail.com](mailto:D5SeMeeting@gmail.com)

SUBJECT: eMeeting request

Requestor Name: DIV                      Flotilla

Requestor's Email:

Requestor's phone:

Meeting Title:

Meeting Description:

Meeting Date: Start Time: End Time:

If you **scheduled** the meeting and **only require posting** on the District Calendar provide the link below:

To Schedule a meeting, provide the information below:

**All meetings/trainings will NOT be recorded unless specifically requested.**

Record Session:      YES      NO

Number of expected participants:

Check here            , if less than 100 attendees are expected and for 40 minutes or less.

Attendee List requested at end of session:      YES      NO

Registration link –                      Public (published on calendar)

Private (sent to requestor only)