

ADMINISTRATIVE WORK REQUEST FORM

NH IEEE

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Today's Date: _____ Requested By: _____

Email Address: _____ Tel.# _____

Activity Date: _____ Activity Time: _____

Title and information: _____

Speaker Name: _____ Attached Abstract? Yes ___ No ___

Location name & address: _____

Does admin. need to set up a meeting location? Yes ___ No ___

Society's to be emailed: _____

To be advertised? Yes ___ No ___ NH web site ___ Boston web site ___ The Reflector ___
(upto 6 weeks notice
forThe Reflector)

Mailing Address for meeting package: _____

name

street

city , state , zip code

REV B