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AA/DAA Conference Technology - Please check all that apply:

- **Presentation** (e.g., PowerPoint or video file(s) uploaded to computer) _____
- **Conference Call Line** _X____
- **VTC** _____ *[**VTC location(s)** (i.e., Region and room number) and a **VTC contact person(s)** must be provided to the OW-IO Schedulers no later than **24 hours in advance** of the meeting. If known at the time the meeting request form is submitted, please provide this information below.]*

Conference line to use for phone-in attendees: Please use Dave Ross's

_____

(NOTE: If your meeting will require a conference call line, please request that a conference call number be added to your meeting request form. It is recommended that you request that the OW IO scheduler use the conference call number for the appropriate OW manager being briefed, (i.e., Joel, Mike, or Ellen). If the program office chooses to use different conference call number for the meeting, the meeting POC will be responsible for opening the conference line with the appropriate PIN number.)

Person Providing Agenda for the Meeting:

Name: Kathy Hurld _____ Phone: 202.566.1269

Person Providing Briefing Material (if any) for the Meeting:

Name: __Kathy Hurld _____ **Phone:** _202.566.1269

All meeting materials are due in BOTH hard copy and electronic copy no later than 3:00 p.m. the day before the meeting, unless the meeting is scheduled too late to allow this. Please provide one hard copy per OW principal attending.

- **Your office's scheduler or SA will email all electronic copies to Crystal Penman and Ann Campbell (for Dave Ross) or Crystal Edwards and Ann Campbell (for Benita Best-Wong).**
- **Deliver hard copies to:**
  - **Crystal Penman:** (3219 WJC East) **for Dave Ross and Lee Forsgren**
  - **Crystal Edwards:** (3223 WJC for) for **Benita Best-Wong**

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