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| **REQUESTING OFFICE :** | |  | |
| **TYPE OF REQUEST**  **WEBINAR TYPE –** Capacity is up to 500 Participants. This includes Q & A platform, attendees can be assigned as  panelists. Hosts / Panelists can control what the attendees can see during this session.  **LARGE MEETING TYPE** – Capacity is up to 1,000 participants. Usual zoom session type with extended capacity. | | | |
| **MEETING DETAILS** | | | |
| DATE OF MEETING |  | | NAME OF CO-HOST/s : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PURPOSE OF MEETING |  | |
| Note: Zoom Reservations are on a “First-come, First-serve” basis or depending on the prioritization of a particular  event, decided by the Management Information Systems Office.  **REQUESTED BY:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over printed name of Office Director/ College Dean | | | |
| **TO BE FILLED UP BY MIS TECHNICAL STAFF** | | | |
| AVAILABLE OVERLAPPED Further Action : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attending MIS Techical Staff Name and Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
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