

## Internal Face-to-Face Meeting Request COVID 19 Response 2020

Please complete and send to Scheduling at [roombookings@cnc.bc.ca](mailto:roombookings@cnc.bc.ca)

<b>Date</b>						
<b>Requestor</b>						
<b>Phone</b>						
<b>Email</b>						
<b>List of Attendees</b>						
<b>Reason for request – (Exceptions)</b>						
<b>Supervisor's Approval</b>	Print			Signature		
<b>Dates required</b>	<b>Start time</b>	<b>End time</b>	<b>Room #</b>	<b>Room Capacity</b>	<b>Scheduling Approval Date</b>	

**Process Notes:**

- Requestor is responsible to submit the request with supervisor approval, list of attendees and the citation of what exception is the basis for the approval of the request.
- Scheduling will look at availability and cross-reference meeting request/attendees with capacity
- Scheduling will submit a weekly meeting schedule to facilities for cleaning planning