

REQUEST FOR APPOINTMENT ON METROPOLITAN COMMISSION
PUBLIC MEETING AGENDA

To have an item considered for placement on a Metropolitan Commission Public Meeting Agenda, this form and any back-up documents must be submitted to the Metropolitan Commission Administrative Office, 23121 Camden Way, California, MD 20619 or emailed to agenda_request@metcom.org. Your request must be submitted no later than two weeks prior to the meeting date you wish to be considered for placement on the agenda. Please include 11 copies of this form, presentation outline, and any other associated materials in advance (See NOTE below). If you have any questions, please call 301-737-7400 Ext. 213.

DATE OF APPOINTMENT REQUESTED (*Indicate specific meeting date*): _____

EXECUTIVE SESSION ___ YES ___ NO

AMOUNT OF TIME NEEDED FOR PRESENTATION: _____

WILL YOU BE USING POWER POINT FOR YOUR PRESENTATION? _____
(*If so, you must bring your own laptop and an experienced operator*)

NAME OF INDIVIDUALS/GROUP (*Please list all who will be attending with his/her title*):

SPECIFIC PURPOSE:

PLEASE INDICATE WHICH COMMISSION PERSONNEL SHOULD BE AVAILABLE:

ACTION EXPECTED BY COMMISSIONERS:

NOTE:

Please submit/attach any written materials you intend to present so that the Board may have an opportunity to review prior to your presentation. Materials are required prior to scheduling an appointment. If no materials will be presented, please indicate by checking the box below.

No Materials Available

NAME, EMAIL AND TELEPHONE NUMBER OF PERSON ARRANGING APPOINTMENT:

Name	Email Address	Telephone Number
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