



Association for Commuter Transportation

Meeting request form questions

** Indicates required fields*

- * 1. Are you submitting for a chapter or a council?
- * 2. Council/Chapter:
- * 3. What kind of event is this?
- * 4. What date and time do you want this meeting?
- * 5. How long does this meeting last? (Hours, minutes)
- * 6. What time zone is this event in?
- * 7. Have you checked the ACT calendar to see if this date and time is available?
- * 8. What is the title of the event?
- * 9. What is the location of the event?
- * 10. Please provide a short description that will introduce the event on the registration.
- * 11. Please provide a longer, more in-depth description of the event. This description will be added to the event registration form to encourage people to attend.
- * 12. Who are the invited speakers? Please include name, organization, and job title. Include the name of the chapter/council representative who will be present as well.
- * 13. ACT staff does not generally attend chapter/council meetings and events. If you would like someone from the staff to be present for any reason, please indicate below, as well as send that person an invitation, requesting what you would like them to say.
- 14. Please let us know if this event will include meals, so we can request special dietary needs in the registration.
- * 15. Please provide an agenda to post with the meeting information.
- 16. Please provide an image if you have one.

* 17. Is this event open to...?

18. How much should members be charged?

19. How much should non-members be charged?

20. Would you like a comp code for speakers or high-interest prospects?

* 21. The president/chair will be listed as the meeting point of contact. If you prefer someone else, please provide their name

22. One meeting reminder will automatically be sent out one day before the meeting. If you prefer it to be sent out earlier, please provide how many days earlier.

* 23. Where do you plan to promote this event?

* 24. Please share your planned dates for promotion on each of the selected platforms.

* 25. If you would like ACT to promote your event on ACT's social media, please fill out the [Social Media Request Form](#). Please indicate below that you plan to do this.

* 26. Your Contact Information

27. Meeting registration confirmations will be automatically forwarded to the Secretary. If you want someone else to receive them, please provide their name and email address.