

APPENDIX F—ADVISORY COMMITTEE MEETING LOCATION WAIVER FORM

Please e-mail or fax the following information 60 days before the proposed meeting date. The Office of Rulemaking will respond within 14 days after receipt. For an electronic copy of this form, use CyberDOCS No. 13249

GENERAL INFORMATION:

- Title of Committee _____
- Date(s) of meeting ___ / ___ / _____ - ___ / ___ / _____.

MEETING LOCATION

- Proposed non-federal facility _____
(Use N/A if not applicable.)
- Have you attempted to reserve other GSA facilities? Yes No
(If yes, please discuss the availability of the GSA facilities. If no, please explain why GSA facilities were not considered.)

Proposed location (outside Washington, DC) _____
(Use N/A if not applicable.)
(Please explain why the meeting must be held outside Washington, DC; i.e., majority of members reside in area, limited travel resources/financial burden, etc.)

TELECONFERENCING SERVICES

(If the meeting is being held outside the Washington, DC, area, you must reserve a conference room in the Federal Aviation Administration headquarters building. Teleconferencing cannot exceed 3 hours. For non-headquarters employees, ARM-20 will provide assistance with a securing room and teleconferencing services.)

Will you need teleconferencing services? Yes No
(If yes, please provide the following information.)

Conference Number _____
Name and Telephone Number of Contact Person _____
Date(s) of Service ___ / ___ / _____ - ___ / ___ / _____
Start Time __: __ End Time __: __.

Executive Director's or Assistant Executive Director's Signature *Date*

DISPOSITON OF REQUEST

Director, Office of Rulemaking, ARM-1 *Date* Approved Disapproved
Comments:

Committee Management Officer, S-10 *Date* Approved Disapproved
Comments:

