|  |
| --- |
| **Consent statement:** Tarlac State University will collect your personal information only for the purpose indicated in the form. All information will be kept confidential and secured in compliance with the Data Privacy Law. |
| **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Consent statement:** Tarlac State University will collect your personal information only for the purpose indicated in the form. All information will be kept confidential and secured in compliance with the Data Privacy Law. |
| **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 are viewing 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |