



DTSA Meeting Request



Complete this form and submit as an email attachment to: DTSAOutreach@Mail.Mil

Organization Information

Company Name:		
Point of Contact	Name:	
	Phone:	
	Email:	

Background

Meeting request for? <i>(Please explain the purpose of the meeting below the selection)</i>	<input type="checkbox"/> Director, DTSA <input type="checkbox"/> Deputy Director, DTSA <input type="checkbox"/> Other: _____
Define specific issues you want to discuss: <i>(Please note you may be required to submit a white paper prior to scheduling or 48 hours prior to meeting)</i>	
Is this meeting urgent?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please explain below)</i>
Is this an issue related to a license application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, please explain below)</i>
What is your desired goal?	<input type="checkbox"/> Informational <input type="checkbox"/> Decision <input type="checkbox"/> Perspective
Have you previously met with other USG or DTSA officials to discuss the issue(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, who and when?)</i>

Attendees

List all company attendees by name and title (Email bios 48 hours in advance of meeting to DTSAOutreach@mail.mil)

Name	Title	Organization

Scheduling Details

Desired date(s)	Preferred Date:
	Alternate Date:
Amount of time required:	<input type="checkbox"/> 30 mins <input type="checkbox"/> 1 hr <input type="checkbox"/> Other, please specify:
Will your discussion contain classified information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a powerpoint presentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, electrons may be sent to DTSAOutreach@mail.mil NLT 48 hours prior to meeting, unless otherwise directed.)</i>
Scheduling PoC <i>(If not the same as PoC above)</i>	Name:
	Phone:
	Email:

! PLEASE DO NOT ENTER DETAILS BELOW

DTSA Outreach Recommendation *(Please Explain)*

<input type="checkbox"/> Accept	<i>(Identify DTSA attendees and RAH PoC)</i>
<input type="checkbox"/> Decline	<i>(Justification)</i>
<input type="checkbox"/> Refer	<i>(Identify recommended office and person)</i>