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# MEETING / EVENT SIGN-IN SHEET

| MEETING / EVENT | DATE | TIME | LOCATION | HOST |
|---|---|---|---|---|
| | | | | |

| # | Name (please print) | Organization / title | Email | Phone | Updates | Signature |
|---|---|---|---|---|---|---|
| 1 | | | | | ☐ | |
| 2 | | | | | ☐ | |
| 3 | | | | | ☐ | |
| 4 | | | | | ☐ | |
| 5 | | | | | ☐ | |
| 6 | | | | | ☐ | |
| 7 | | | | | ☐ | |
| 8 | | | | | ☐ | |
| 9 | | | | | ☐ | |
| 10 | | | | | ☐ | |
| 11 | | | | | ☐ | |
| 12 | | | | | ☐ | |
| 13 | | | | | ☐ | |
| 14 | | | | | ☐ | |
| 15 | | | | | ☐ | |

Email and phone are optional. We use them only to send notes from this meeting, and add you to our list only if you tick "Updates". This sheet is not shared outside the organizers.