



International Code Council
1245 Sunbury Road, Ste. 100
Westerville, OH 43081
tel: 888.icc.safe (422.7233)
fax: 614.890.9712
www.iccsafe.org

Dear Chapter Member:

Attached you will find the *ICC Chapter Meeting Request Form*. This form should be used to request the attendance of an ICC Board or Executive Staff Member at your upcoming chapter meeting. Attendance at your chapter meeting is important to us but now, with over 300 chapters in ICC, the timing of requests is very important. Please complete this form and return it to us at least **90 days** prior to your meeting. Once we receive all of your information, we will respond to you as promptly as possible.

Please note you do not need to use this form to request the attendance of your ICC Staff Liaison only. You may contact them directly.

After you have completed the attached meeting request form, please forward the following information when it becomes available:

- **Complete Agenda and Program**, including social events.
- **Registration Form**. Please note that extending a complimentary registration to the ICC representative is customary.
- **Hotel Information**. Please advise if the chapter intends to make hotel arrangements for the ICC representative or if a block of rooms is being held.

The information submitted will be the basis on which ICC will respond to the request. Should this information change, please let us know as soon as possible. If you have any questions, please contact the chapter staff at the following address.

PLEASE RETURN THIS COMPLETED FORM TO:

International Code Council
Attention: Vikki Paloma
4051 West Flossmoor Road
Country Club Hills, IL 60478
Telephone: 1-888-ICC-SAFE (422-7233), ext. 4204
Fax: +1 (708) 799-7790
vpaloma@iccsafe.org

Complete this form on-line!
http://www.iccsafe.org/download/forms/chapter_request.html

ICC CHAPTER MEETING REQUEST

Date of Request: _____

Chapter Name: _____

Chapter Meeting Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

E-Mail: _____

Type/Name of Meeting: _____

Expected Number of Attendees: _____

Date(s) and Location of Meeting: _____

(Please include a Meeting Agenda.)

Nearest Commercial Airport: _____

Nearest Hotel Facilities: _____

Address, City, State: _____

Telephone: (_____) _____

Who do you want to attend this meeting?

Board of Directors: President Vice President Secretary/Treasurer Board Liaison Other _____

Staff: C.E.O. C.O.O. Senior Vice President Vice President Other _____

(You do not need to use this form to request your Staff Liaison. Please contact them directly.)

Requested role of representative(s), check all that apply:

Address the assembly:

[Date] [Time] [Time limits or content expectations]

[Topics to Address]

Dress Code: Business Business Casual Casual Formal Semi-Formal

Conduct installation ceremony:

[Date] [Time of Ceremony]

Dress Code: Business Business Casual Casual Formal Semi-Formal

- Meet with Chapter Board of Directors/Officers (Please allow 1-2 hours):

[Date] [Time] [Location]

[Topics to Address]

Dress Code: Business Business Casual Casual Formal Semi-Formal

- Attendance only
- Complimentary display space will be provided in the form of: Expo Booth Table Display

Additional information: _____

PLEASE ATTACH A PROGRAM OR
AGENDA FOR THE MEETING.