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| **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**  **DEFAULT CAPACITY –** Capacity is up to 300 Participants. This can be used for small meetings or events  with minimal participant requirement.  **LARGE CAPACITY** – Capacity is up to 1,000 participants. Meeting or events that require a large volume of  participants such as online forums, webinars, lectures or international events. | | | | | |
| **MEETING DETAILS** | | | | | |
| DATE OF MEETING |  | | Type of Participants  ☐ Students  ☐ TSU Employee/s  ☐ Others, Specify: \_\_\_\_\_\_\_\_\_\_\_ | | Name of Host/s:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TITLE 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 | | | | | |
| **APPROVAL** | | | | | |
| Recommending Approval:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Signature of In-charge  of Zoom Workplace Account | | | | Approved:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  OMIS Director | |
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| **APPROVAL** | | | | | |
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