REQUEST FOR MOVE TRUCK
(email completed form to move@ieeeusa.org)

Name (person requesting): __________________________________________
Contact Information: E-mail, Telephone __________________________________________
Affiliation: _______________________________________________________
Are you a member of IEEE? ☐ Yes? ☐ No?

<table>
<thead>
<tr>
<th>Location of Event(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Dates:</td>
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<tr>
<td>Type of Event: STEM, public visibility (or section meeting), etc.</td>
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<tr>
<td>Estimated number of event attendees:</td>
</tr>
<tr>
<td>Where will truck be parked for each day and night of the event? ***</td>
</tr>
</tbody>
</table>

Contact Person( each event): __________________________________________
E-mail, telephone Numbers __________________________________________

Do you have any sponsors for the event(s)?
(Events with sponsors are given priority in scheduling.) ☐ Yes? ☐ No?

Where should driver stay?

Who has received training on the MOVE Truck?

*** Please note. Truck is long and high. It is best to find a location just off an interstate highway.
Truck is 32’ long x 10’ wide x 13’4” for events. Parking the truck is best in a secured lot. Please keep in
mind the height and length when making arrangements.

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MOVE Team Action

- Determine scheduling conflicts
- Estimate Deployment Team Requirements: Driver, Support Personnel, Equipment, Supplies
- Estimate Cost of Deployment
- Determine Cost sharing arrangements
- Dialog / negotiate with requestor