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| **Group Meeting/Laptop Information** |
| **Meeting Title:**  |  | **Location:** |  |
| **Date/Duration:** | **Time:** | **POC Name, Phone Number and Routing Symbol:** |
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| ATTENDEES*Not including Foreign Nationals Except Those Attending Meetings Open to the Public* |
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| **Last Name, First Name, and Middle Initial****(Type or Print Neatly)** | **Citizenship****(Visitor to complete upon arrival)** | **Company/Agency Represented** | **DOE Office To Be Visited** | **THIS SECTION TO BE COMPLETED BY PROGRAM OFFICE** |
| **Laptop Information** | **Arrival Time In** |  |
| **Make/Model** | **Serial Number** |
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