



Meeting Agenda

Office of Commissioner Eudaly
1221 SW Fourth Avenue, Suite 210, Portland, OR 97204

Date of Meeting: _____

Time: _____

Please note that we are required to publish all meetings on the Commissioner's calendar so please avoid using acronyms when possible, the name listed here is how we will document this meeting.

Organization or Individual: _____

Meeting Topic: _____

Email: _____ **Phone:** _____

Meetings will take place in the Commissioner's office or conference room at City Hall and are **30 minutes** in length unless otherwise noted here - Thank you!

Attendees: If your attendee list is more than 6 individuals we ask for at least 7 business days advance notice to find an alternate meeting space as the conference room capacity is approximately 8 comfortably (2 seats are held for the Commissioner and her staff member in attendance).

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Agenda Items:

Please save this document and **rename it**, or you may use your own with this same information **no less than 3 business days** before your meeting is scheduled to **robin.mullins@portlandoregon.gov**. Please feel free to also include supplemental information in addition. If you would like to have access to a laptop and screen for projection that can be made available, just let us know. We will work to ensure that the Commissioner is prepared to make the most of your meeting and we appreciate your assistance in helping us do so.

We are glad to make modifications as requested to ensure access for individuals with disabilities, please contact us in advance at 503.823.4682 or chloe@portlandoregon.gov. **Thank you.**

The City of Portland is a fragrance free workplace. In order to accommodate employees who are medically sensitive to the chemicals in scented products, we request that you refrain from using added fragrances when visiting City offices. We thank you, and our employees with chemical sensitives thank you for your cooperation.