

## Kao ICS Group Work Time Request

Please fill out this form if you wish to host a workshop or group work session at the Kao ICS.

### Organization Contact

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### Kao ICS Time Request

Number of attendees: \_\_\_\_\_

Date of request (MM/DD/YYYY): \_\_\_\_\_ Appointment time requested: \_\_\_\_\_

After 6:00 PM or weekend (Saturday or Sunday)? Y/N \_\_\_

Do you need an Equipment Training Session hosted by the Kao ICS staff? Y/N \_\_\_

Description of project:

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Known equipment and space needed:

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Please email the completed form to the Kao ICS email ([ics@utk.edu](mailto:ics@utk.edu)) to complete scheduling.