

**Fall 2020 Substitute Meeting Form**

In the event that you cannot attend the scheduled monthly meeting workshop, you will need to find a substitute activity (i.e. academic workshop/presentation or lecture) to take the place of the workshop you missed.

This form must be and filled out in its entirety, in order for the absence to count. The **Substitution Form** must be submitted by the date of the **Reading Day** of the semester to receive credit. **For Fall 2020, the deadline is December 10 , 2020.**

Please email the completed form to the MAOP Office email at maop@vt.edu and it will be routed to the appropriate person.

**Name:**

**Name of Workshop/Presentation:**

**Location of Workshop/Presentation:**

**Date:**

**What you learned from the workshop/presentation:**