|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Submitter Name & Email:** |  |
| **Formulating Group** | | |  |
| **Meeting Date**  *Date on which a committee vote was taken to authorize publication of the document. Consensus vote must be documented in meeting report.* | | |  |
| **What Document is Being Published?**  *Please include the entire document number (including revision/version) and document title.* | | |  |
| **Are there Any Attachments to the Document?** (Select Only One Option) | | | |
|  | No | | |
|  | Yes  The attachments are:  Optional  Mandatory | | |
| **Additional Information/Description of the Attachments purpose** | | |  |
| **Additional Notes** | | |  |

**IMPORTANT**

Once completed, please return this form to the Standards Secretariat ([standards-process@tiaonline.org](mailto:standards-process@tiaonline.org)). Make sure you also attach:

* Draft meeting report for the meeting during which the committee agreed to publish the document.
* Both an editable and a PDF version of the document to be published.
* Attachments to the publication, if applicable.

Your request will not be processed/approved if these attachments aren’t included.