

Meeting Availability Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Please review the organizer's three dated options, labeled Slot A, Slot B and Slot C, including their time zone and duration. Choose what is genuinely possible, then indicate your preference. All questions are optional. This survey does not reserve a time or send a calendar invitation. Keep private calendar details out of comments.

1. What name or organizer-assigned label should be used to follow up with you? Leave blank if you do not want individual follow-up.

2. Could you attend the full meeting at Slot A, as dated and timed in the invitation?

- ☐ Yes
- ☐ Possibly, but I need to confirm
- ☐ No
- ☐ I cannot interpret the date or time zone

3. Could you attend the full meeting at Slot B, as dated and timed in the invitation?

- ☐ Yes
- ☐ Possibly, but I need to confirm
- ☐ No
- ☐ I cannot interpret the date or time zone

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4. Could you attend the full meeting at Slot C, as dated and timed in the invitation?

- ☐ Yes
- ☐ Possibly, but I need to confirm
- ☐ No
- ☐ I cannot interpret the date or time zone

5. Among the slots you can attend, which would you prefer?

- ☐ Slot A
- ☐ Slot B
- ☐ Slot C
- ☐ No preference among my available slots
- ☐ None of the slots works
- ☐ I need to confirm availability

6. Which attendance arrangement could work for you? Choose one; this does not add an option the organizer has not offered.

- ☐ In person only
- ☐ Remote only
- ☐ Either in person or remote
- ☐ Neither offered arrangement
- ☐ I need more details

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7. Is there a practical scheduling constraint or alternative time the organizer should consider? Include the date and time zone for an alternative, but no private reasons for conflicts.
