

ZUO Zoom Request Guidelines

Due to the Pandemic, there has been an increased request for zoom meetings. The following guidelines have been established to ensure that all meetings are scheduled within a timely manner and have the necessary coverage.

- A Zoom Request Form will need to be submitted to the Technology Team 2 weeks prior to the scheduled event if it needs to be hosted by a Technology team member.
- A Zoom Request Form will need to be submitted to the Technology Team 1 week prior to the scheduled event if the event will be self-hosted.
- If the event is open to the public, a technology member must host the zoom meeting.
 - If there are any visuals that need to be shared, documents, music, video should be provided prior to the event. (The technology committee will not update, create or search for any media).
 - Provide committee with any relevant information, such as the guest speaker is not a member of ZUO and needs to attain co-host capabilities.
- The technology team will be available to schedule testing of media prior to meeting.
- Please follow the following to request a Zoom meeting:
 - All Zoom requests should be submitted to ZUO Technology and the subject line **MUST** read: *Technology Request*
 - Any additional identifying description can follow Technology Request but is not required
 - The Zoom Request Form must be attached to the email