

Columbia (SC) Alumnae Chapter Technology Committee Virtual Meeting Request Form

Submit completed form to cacdstech@columbiascdelta.com for review and approval. Please allow 72 hours for a response.

Meeting Information				
Name of Requestor(s)		Date of Request		
Committee Name				
Meeting Title				
Requested Meeting Date		Meeting Time		
Meeting Duration i.e. 1 hour, 2 hours, etc.		Recurring Meeting? <input type="checkbox"/> yes <input type="checkbox"/> no	If recurring, end date of series Day of the week	
Purpose of Meeting				
Additional message to include in the invite				
Attendee Information				
Meeting Attendees	Name (First Name, Last Name)	Email address		

Hosting and Resources <small>(Check all that apply.)</small>		
<input type="checkbox"/> I want to host my meeting, but I need training first.	<input type="checkbox"/> I can host my own meeting.	<input type="checkbox"/> Add Polling
<input type="checkbox"/> I need Technology to host.	<input type="checkbox"/> Record Meeting	<input type="checkbox"/> Require Registration
<input type="checkbox"/> Add Breakout room(s) # of rooms		

I acknowledge that if my meeting involves youth, I will adhere to all Risk Management policies and procedures.

I acknowledge that the meeting link will only be shared with attendees that I approve or authorize.

I acknowledge that, as the host, I will have someone on my committee monitor the meeting for suspicious behavior.

All meetings will open 30 minutes prior to the start time to allow for visual setup and audio checks. Please call or text **803-920-3585** ASAP, if your meeting has not started or technical assistance is needed during your meeting.

Contact Technology at cacdstech@columbiascdelta.com if you have any questions or require assistance completing this form.