



Zoom Meeting Interest Form

Finding it difficult to host your board meeting due to social distancing protocols?

Parkland Valley Sport, Culture & Recreation District can provide support to assist sport, culture and recreation organizations, within the District, to host meetings via Zoom. Parkland Valley can provide technical support with accessing Zoom and some additional features within the meeting platform.

Your Sport, Culture & Recreation Organization Responsibilities:

- Select date and time that works best for your board members.
- Create and send out meeting agenda and board package prior to meeting for board members to review.
- Send out Zoom Meeting login credentials to board members.
- Follow Parkland Valley's Online Meeting Best Practices for Participants and Hosts



Parkland Valley Responsibilities:

- Send organization contact Zoom Meeting login credentials 3 days before the scheduled meeting.
- Take care of technical aspect of the meeting (start meeting, lock meeting, end meeting).
- Troubleshoot technical issues during the meeting (help board members with Zoom features like: video, audio, chat, reactions and other features).

Parkland Valley has used some Zoom features that groups could also use during the meeting like: screen sharing, polls and breakout rooms. If your group would like to utilize any of these features, please discuss it with a staff member during the planning your meeting.

Zoom Meeting Interest Form

Community: _____

Organization: _____

Type of Meeting: _____

Estimated number of meeting participants: _____

Potential Dates Requested: _____

Time Requested: _____

Parkland Valley does have additional Zoom features that groups could choose to use during the meeting. If your group would like to utilize any of these features, please indicate below.

Screen Sharing

Polling

Breakout Rooms

Meeting Contact Name: _____

Meeting Contact Email: _____

Meeting Contact Telephone: _____

*Disclaimer: Meeting participants are required to have a computer or mobile device with the Zoom app downloaded on it prior to the start of the meeting. There is also a call-in option on Zoom, where participants can call in via cell phone or landline. These participants will be able to listen and speak but you will not have the video feature.

Please send completed form to any Parkland Valley Staff Member:

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Erin Sobkow - esobkow@parklandvalley.ca

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