

### Zoom Request Form

CFUW offers free access to our Zoom account for our members. Our business plan allows for up to 300 people to attend a meeting, and we have a few host accounts we can share. Reserving a spot comes on a first come, first serve basis.

If you would like to request a meeting for your Club please fill out this form and send it to [memberservices@cfuw-fcfdu.ca](mailto:memberservices@cfuw-fcfdu.ca) with the subject line "Zoom Meeting Request: [Insert Club Here.]" We will set up the meeting for you and provide the meeting link to share with your members. We will also provide the log-in information to host from our account.

Club Name:

Name of Meeting:

Date and Time of Meeting (Please provide 3 possible dates and ensure your request is in **Eastern** time):

Do you require registration to be set up? (This means that members will have to fill out their name and information so that you can receive a full list of the people who will be attending your meeting.)

Do you require assistance in learning the Zoom platform? Please specify: