



## ROTARACT DISTRICT 3011

### Guidelines for Zoom Account

*Due to the pandemic situation caused by COVID-19, Rotary International has suggested to avoid any type of on ground event for 6 months that is, till December 2020.*

*Keeping aligned with the same guidelines, Rotaract District 3011 has taken an initiative to help the Rotaract Clubs to execute their online meetings and initiatives successfully.*

*Under the same, subscription of licensed Zoom Account purchased for the district, would be available for all the clubs of Rotaract District 3011 to conduct online meetings and events smoothly without any problem.*

#### **PROCEDURE TO BOOK SLOT FOR ZOOM PLATFORM**

- The clubs interested to book the slot must contact the *Administration Team* of the district, “**at least 48 hours prior**” to the event/meeting, with the meeting time and duration.
- From **Administration Team**, you can contact either **Rtr. Kritika Sethia, District Chair Administration** or **Rtr. Ankur Ganvir, District Co-Chair Administration**.
- The slot shall be booked on a “**First Come First Serve**” basis. The slot confirmation is subject to availability, irrespective of the date of request.
- The Committee will start the meeting and make the club president/person designated by the club, the host.
- There is no restriction on the frequency of accessing the account. However, kindly do not make any uncertain bookings as it would take away the opportunity of some other club to access the account during those hours.

#### **Contact Numbers:**

**Rtr. Kritika Sethia:** +91-9911101683

**Rtr. Ankur Ganvir:** +91-8447733590