

## Meeting Secretary Requirements and Application for Hybrid Meeting

Hybrid Meetings are a combination of In-Person and Online \ Zoom Meetings

### Requirements

- All Hybrid Meetings will use the same Zoom Meeting ID: 974 8094 3745
- All Hybrid Meetings must use Sunny Dunes provided Audio/Video equipment for Zoom.
- Hybrid Meeting applicants need to be trained to use the Audio/Video equipment by an existing Zoom PC Operator from another Hybrid Meeting.
- Hybrid Meeting only available to New and Existing In-Person Meetings.

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Meeting Day \_\_\_\_\_ Meeting Time \_\_\_\_\_

Meeting Secretary: \_\_\_\_\_

Phone# \_\_\_\_\_

Email Address \_\_\_\_\_

Who will act as the Meeting's Zoom Operator? \_\_\_\_\_

Phone# \_\_\_\_\_

Questions: