

## Zoom Assistance Request Form

This form is intended for requesting a Zoom link for events and meetings, as well as assistance with starting, monitoring, or crewing your Zoom session. If you feel that you need assistance from ITS, please complete this form and submit at least 48 hours before your meeting to request a Zoom link or to request that we monitor or start your meeting. Please submit this form at least **five days in advance** to request that someone crew your meeting.

Send your request to [AVsupport@nmhu.edu](mailto:AVsupport@nmhu.edu). Please call 505-454-3391 if you have any questions.

**Please Read:** The person making the request for a Zoom link or the person leading the meeting would be the best person to host the session in Zoom. The host has the ability to log in to Zoom, start the meeting, share screen, record, mute participants, and receive the recording of the session. Every student and employee at NMHU has their own Zoom account. If you wish to use your own Zoom account to host your meeting, ITS can provide training to help you get comfortable with your Zoom account, Zoom equipment, and functions in your Zoom session.

Person making request: \_\_\_\_\_

Department, School, or External Agency: \_\_\_\_\_

Discipline (if Applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

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

Type of Meeting:

Departmental/Office Meeting

Committee Meeting

Other - Please specify: \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Who will lead this meeting? \_\_\_\_\_

Would you like to add co-hosts for this meeting? \_\_\_\_

If yes, please indicate their NMHU username(s): \_\_\_\_\_

What location will your meeting originate from? \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Meeting start time: \_\_\_\_\_ Meeting end time: \_\_\_\_\_

Is this meeting recurring? \_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you need this meeting recorded? \_\_\_\_

Do you need someone to start this meeting? \_\_\_\_

Do you need someone to monitor this meeting? \_\_\_\_

Do you need someone to crew in-room? \_\_\_\_