Tech Committee OA Region 8

How to book a workshop, committee meeting or other meetings
using the OA Region 8 Zoom Account

The Technology committee is happy to assist you in using the Zoom platform to facilitate meetings for your group. Region 8 provides an upgraded Zoom account which is able to accommodate interpretation services.

THE TECH COMMITTEE DOES NOT PAY FOR OR ARRANGE FOR INTERPRETERS
You may work with the Region 8 Trustee to find volunteer interpreters or hire professional interpreters. Carry the Message fund may be available to use for workshops. Get with Region 8 treasurer to ensure this is available via treasurer@oaregion8.org

1. Decide on a date/time. Have a backup date/time in case the first choice is not available.

2. Go to https://oaregion8.org

3. Click on **Committees** and select **SOAR 8 Committee Meeting Calendar.**

4. Check the date you want to see if it is available. Currently scheduled events show up in calendar.

5. Once you have confirmed the Zoom account is available for the date and time you want; contact one or both of the Technology Committee chairs with your event information at techwebchair@oaregion8.org or techwebchair2@oaregion8.org. One of the Technology Committees chairs will set up the meeting and post it on the calendar.

6. Notify the Technology chair(s) if you need a Zoom room, we will generate an invitation that you can send out and you will have the link for your invitation flyer. If you are using a different Zoom account, please make sure to send the link to the Technology Committee chairs. There will be a link on the calendar to the Zoom meeting.

7. When using the Region 8 Zoom account, you will be given a host key to manage security settings during the meeting. Having the host key is a big responsibility in keeping the meeting safe. **Do not pass it on to other members.**

8. Dates and times are given on a first come first serve basis. If there is a conflict with another committee or group, you may work it out with that group before we will schedule your event.

9. If you need interpreters for your meeting, you may contact the Region 8 trustee at trustee@oaregion8.org. Our Trustee has a list of volunteers to help translate fliers or act as interpreters for meetings/workshops.

10. If you have a flyer to post on the upcoming events page of the website, send to Vice Chair at vicechair@oaregion8.org and be certain to follow the guidelines for the events page as found here: https://oaregion8.org/add-event-to-soar8-calendar/

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Region 8