# Maine Legislature – Information Technology ~~Committee~~<u>Virtual/Remote</u> Meeting Request Form

## Committee and Meeting

Committee <u>or group</u> name: Click or tap here to enter text.

Joint Standing Committee ☐

Meeting Date: Click to select a Date

Meeting Time: Click here to enter Meeting Time

Requested Committee room: Select Room.

## People

Meeting Organizer Name:  Click or tap here to enter text.
(Primary point of contact for questions to and from IT)

Co-host Name: Click or tap here to enter text.
(Responsibilities: Allow attendees in, Muting mics, Renaming phone-in attendees, Promoting and demoting attendees and Panelists, and Monitoring Zoom chat for issues presenting.)

## Meeting Options

Please Select One or More:

*Zoom Webinar* ☐ (Best use for ~~Pp~~ublic meetings<u>/ public hearings</u> - panelists and Attendees)

*Zoom Meeting* ☐ (Best use for ~~smaller~~ group <u>where all participants are a known quantity</u>~~that all will be participating~~)

*Youtube stream* ☐ (The public that would like to <u>watch and</u> listen but not participate)

## Legislative Committee Room Options

Please check the box for the following.
Will there be participants in the room *Yes* ☐

Do the Cameras need to be turned on *Yes* ☐

Projector and screen needed *Yes* ☐

**Questions, Comments, or Special Requests** Click or tap here to enter text.