

Using Zoom for Virtual Site Visits

The meeting host (listed on the Virtual Site Visit agenda) will email the program director a registration link for the virtual site visit. The program director must forward the registration link **and** the final virtual site visit agenda to everyone on the agenda.

Only those listed on the agenda will be allowed to register.

Names used to register must match those listed on the agenda. Please do not use nicknames.

Registrations are confirmed manually against the agenda by the host, so it is important for the program director to forward the registration link as soon as s/he gets it.

Those getting the link to register should register as soon as the emailed link arrives. After registration, a confirmation email is sent to each attendee confirmed to be on the agenda. Email the host if confirmation is not received within 24 hours.

Attendees must not share their confirmation emails with other participants as the links are specific to each attendee.

Each person on the agenda will register for the DAY but will only be allowed to join the meeting at their agenda TIME.

Only the site visit chair makes changes to the agenda so the program director must contact the site visit chair, not the host, if changes to the agenda are needed.