**Request RACA to Schedule a Zoom Session(s)**

Please use this form to request RACA’s assistance with scheduling a Zoom session(s) for a planned consultation/listening session. Allow 24 hours for RACA to complete the request.

**All 22 questions below are required to complete the request.**

1. **Date of Request**

Click or tap to enter a date.

1. **Topic of meeting**

Click or tap here to enter topic of meeting.

1. **Description of meeting**

Click or tap here to enter purpose of meeting. You can also provide website address if materials will be posted. You may also include specific info if this is a Tribal consultation only and press is not allowed at this time. This is your initial message to your participants.

1. **Zoom type** (refer to [meeting and webinar comparison](https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison))

Meeting

Webinar

1. **If Webinar, do you expect over 500 attendees**

Yes

No

1. **Date(s) and start time of each session**

Click or tap here to enter date(s) and start time of each session. Please specify if start time is different for certain days.

1. **Duration of session**

Click or tap here to enter duration of session (i.e., 2 hours, 2.5 hours, etc.).

1. **Time zone the meeting will start in (will adjust from daylight/standard when applicable)**

Alaska Daylight/Standard Time

Pacific Daylight/Standard Time

Mountain Standard Time

Mountain Daylight/Standard Time (i.e., Navajo Region)

Central Daylight/Standard Time

Eastern Daylight/Standard Time

1. **Registration required** (RACA recommends registration to comply with DOI annual consultation report)

Yes

No

1. **Request registration report**

Yes

No

N/A if registration is not required

1. **Record meeting**

Yes

No

1. **Request audio recording**

Yes

No

N/A if record meeting is No

1. **Request unedited Zoom transcript**

Yes

No

N/A if record meeting is No

1. **Request participation report**

Yes

No

1. **Request final chat log**

Yes

No

1. **Request Q&A report (Webinar only)**

Yes

No

1. **Court Reporter**

Yes (RACA will provide information on how to reserve a court reporter)

No

1. **Request Closed Captioning**

Yes

No

1. **Point of contact with email and phone number**

Click or tap here to enter POC information. You may add your full team is needed.

1. **If comments are requested by participants, provide email address and date comments are due. If none, indicate “N/A”.**

Click or tap here to enter email address and when comments are due.

1. **Internal calendar invite of Zoom session will be sent by**

Program/Office

RACA

**22. If RACA is to send the invite of the Zoom session, provide names and email addresses to include on the calendar invite**

Click or tap here to enter names and their email address. Or N/A if program will send out calendar invite.

**Upon completion, please email this form as an attachment to** [**RACA@bia.gov**](mailto:RACA@bia.gov) **and in the Subject line include: “Request for Zoom Meeting”.**

**Thank you!**