

Planning an OLC Unit Meeting

Planning a Meeting via Zoom:

If you elect to hold a Unit meeting using Zoom, please contact your staff liaison at 614-410-8092 or by email so it can be put on OLC's internal calendar.

Information to be provided to OLC when scheduling the Zoom Meeting:

- OLC Unit name (Division or Committee name)
- Your name, daytime phone number, email address
- Name and email address of Division Coordinator or Committee Chair
- Date, time and estimated length of the meeting

Division Coordinator or Committee Chair will email ALL participants confirming the date and giving instructions for joining the Zoom meeting at the scheduled time.

At the OLC Office:

To schedule an in-person meeting at the OLC office, please contact your staff liaison at 614-410-8092 or by email.

Information Needed:

- Preferred Date and Time – Please provide a range of dates for your meeting in preferential order. Meetings can be scheduled Tuesday-Friday.
- Number of attendees expected.
- In addition to the OLC Staff Liaison, are other OLC staff requested at the meeting? – Yes or No.
- Lunch to be provided – Yes or No.
If Yes:
 1. Confirm meals are included in your Unit's budget.
 2. Indicate any special dietary requests.
 3. Indicate time for lunch to be ready.
- Room Set-up Requests
 1. Classroom style set up, open-square, smaller groupings, etc.
 2. AV equipment needed (if any).