

**JARAMOGI OGINGA ODINGA UNIVERSITY OF
SCIENCE AND TECHNOLOGY**
DIRECTORATE OF ICT

Procedure for Requesting Virtual/Online Meeting and Webinar Links

1. For Administrative Meetings:

- a) Write an email to meetings@jooust.ac.ke. The email should contain the following information:
 - i) Subject of email (Request for online meeting link)
 - ii) Name or Title of the meeting (e.g. ICT Departmental Meeting)
 - iii) Date, time and duration of meeting (e.g. July 1, 2021, 08:00am for 4hrs)
 - iv) Total number of participants if more than 300pax
 - v) Emails of participants (**optional**)
- b) The request should be made not less than 24 hours to the meeting

2. For Virtual/Online Classes:

- a) Write an email to meetings@jooust.ac.ke. The email should contain the following information:
 - i) Subject of email (Request for virtual class link)
 - ii) Unit Code and Title (e.g. ITB9101: Introduction to Computers)
 - iii) Date, time and duration of class (e.g. July 1, 2021, 08:00am for 2hrs)
 - iv) Total number of students if more than 300pax
- b) The request should be made not less than 24 hours to the start time
- c) Only valid requests will receive response

For inquiries and follow-up: (within working hours and days)

Office: (+254) 57 2058000 - Ext: 165 | 119 | 159 Cell: (+254)725 518 450

Website: www.jooust.ac.ke

“Oasis of Knowledge”