

## NFO Zoom Share Program Information

NFO has a 300-participant Zoom account, as well as access to an umbrella account which will allow multiple concurrent meetings and up to 1,000 participants. As a benefit of NFO membership, individual and group members may use this account for programs that are in line with the mission of the NFO. There is no charge to use this account but a small honorarium given directly to the NFO Contact Person is always appreciated. (A suggested amount would be \$25 per event day for events which exceed 4 hours total.)

Permission to use the NFO Zoom Account will be granted on a first-come, first-serve basis.

1. Approved applications include the following:
  - Use of the NFO Zoom account, starting one hour before the event starting time and ending one hour after the event ending time
  - A designated NFO Contact Person who will open the zoom meeting and occasionally check in
  - By arrangement between the NFO Contact Person and the applicant, Zoom registration page set-up
  - Contact information for the designated NFO contact person in case issues arise
  - Access to the NFO Online Festival Manual for tech help
  - Access to the NFO Listserv to advertise the event, if desired
  - A publicity email about the event to the NFO membership, if desired and time permits
2. Approved applications **do not include** tech support during your event. However, if tech support is requested, your NFO Contact Person may reach out to the NFO list of potential tech volunteers, and if someone is interested, arrangements can be made directly between the applicant and the volunteer. The availability of a tech volunteer is not guaranteed.
3. Any recording of an approved event is the sole responsibility of the applicant. If a cloud recording is desired this will need to be arranged with the NFO Contact Person.
4. NFO shall have no liability should zoom go down. Further, any granted application may be revoked at any time should Zoom prohibit such use.
5. To request use of the NFO Zoom Account, please complete the NFO Zoom Share Program Application  
<https://docs.google.com/forms/d/1CBxFlgHpgrWvxTyNJbvXiZM9oNPFbUlidjtzOvN3grA/edit>
6. Should any information contained in the application change, the applicant shall immediately contact NFO at [NationalFolkOrg@gmail.com](mailto:NationalFolkOrg@gmail.com).