

Requesting for Online Meetings

Email to Request for Meetings

Those who wish to hold online meeting can request using the following email address:

meetings@jooust.ac.ke

Requirements for a Valid Request

1. Send the request to meetings@jooust.ac.ke (make a phone call follow-up to 0725518450)
2. The request email should come to ICT not less than 24 hours to the meeting.
3. In the request, include the following information:
 - i. Name of meeting
 - ii. Date, time and duration of the meeting.
 - iii. The total number of expected participants
 - iv. List of emails of participants