



The Combustion Institute

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Procedure and guidelines for use of premium CI Zoom account

- To access the account, you must be an active member of one of the sections of The Combustion Institute
- Upon the submission of your request, it will be reviewed to ensure it is eligible
- Once you are notified of your meeting's approval:
 - You will receive the credentials to login to the Zoom account one week before your meeting
 - 48 hours after the end of your meeting, the password to the account will be changed
 - Before this time, you must collect any information from the event you want, including:
 - Chat logs
 - Meeting recordings
 - Attendee lists
 - **NOTE: These timeframes may be altered due to scheduling conflicts**
- If you would like to CI to promote your event on the CI website, please refer to the document titled, "[Information needed to post an event on the CI website](#)"
- To find the information needed to gain access to the Zoom account, refer to the document titled, "[Information required for use of CI Zoom account](#)"
- Please send all information and any questions to office@combustioninstitute.org