

Dear Members of the Comprehensive HIV Planning Committee,

In keeping with best practices for social distancing to slow the spread of COVID-19 (coronavirus), please note that the Comprehensive HIV Planning Committee will meet Thursday, March 26th **online through Zoom**. Zoom is a FREE meeting program for you to use on any smartphone, PC, Mac, or Tablet. You can also join the meeting **via phone if you prefer**. See below for detailed instructions on how to join the meeting. **Please do not come in person for the meeting.**

Comprehensive HIV Planning Committee

Thursday, March 26th

2:00 p.m.

Zoom Meeting ID: [406 740 082](https://zoom.us/j/406740082)

To join via phone: (346) 248-7799

RSVP: Rod Avila, Rodriga.Avila@cjo.hctx.net

The agenda and meeting packet are posted on our website calendar www.rwpcHouston.org. **If you have not already done so, please take a moment to contact Rod Avila (Rodriga.Avila@cjo.hctx.net) or by phone at 832-927-7926 to RSVP for the March 26th online/phone meeting.**

How to join the meeting via Zoom:

Instructions for computer users:

- Click on the Zoom link here: <https://zoom.us/j/406740082>
- You may be prompted to download the small software package to access the meeting. This is safe and takes just a couple minutes.
- Once the download is complete, you will be taken directly to the meeting.

Instructions for smart phone or tablet users:

- Go to your phone's app "store" (Google Play Store, App Store, etc.) and download the free app Zoom Cloud Meetings.
- After the app downloads, tap the Zoom icon to open it.
- Tap the "Join a Meeting" button, and enter this meeting ID number: 406 740 082
- Enter your name and tap "Join Meeting" to be taken directly to the meeting.

How to join the meeting via telephone:

Call (346) 248-7799.

When prompted for the meeting ID number, enter: 406 740 082, then #

If you have never used Zoom before, please do not hesitate to contact Amber.Harbolt@cjo.hctx.net. I will be more than happy to set up a time a day or two before the meeting to walk you through setting everything up and do a test run with you.

We appreciate your patience as we all adjust to new norms, and thank you for your willingness to try new ways of meeting!