

Best Practices for a Zoom Meeting, May 2020

How will the meeting be set-up?

- Date and Time
 - How long will the event last?
 - Hour is optimal - Two hours at the most.
- Is a co-host needed to help with (pre-assign roles)?
 - Giving access from wait room to meeting
 - Managing breakout assignments
 - Monitoring the chat panel
 - Starting the recording
 - Launching the polls
 - Troubleshooting
- Will you have break-out rooms?
 - Who will help co-host, set-up, and run the rooms?
 - A list of participants is needed along with the breakout types (ex. By district, by conference relationship, church role, etc.)
- Will you use the poll feature?
 - The host will run the poll and should be the only person logged into their account.
- Will you ask people to register to attend?
 - Do you have questions you want to be answered when registering to attend? (Remember not to ask too many questions.)
 - What church are you with? (Church/City)
 - What phone number will you use to call in?
- Do you want the meeting recorded?
- Meeting Options you should use:
 - Mute participants upon entry
 - Enable waiting room

Email Invitation with Registration Link:

- Email the invitation and let them know a link to join will be sent once they register. They will need to hold onto this link for the meeting.
- Send handouts you will discuss during the meeting.
 - You can send the handouts with the meeting invitation, but you will need to send them again with a reminder about the meeting. Let them know you will be discussing the materials the next day and they need to have them on hand.
- Send a reminder email. The original email may be buried in their inbox and hard to find.

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Before the meeting:

- Plan a rehearsal at least 3 days before your meeting.
 - You will want to run through the entire presentation so updates can be made, and everyone understands their role.
- Run a registrant list to set-up the breakout rooms.
- Make sure you are in a well-lit, quiet space with little or no distractions.
- Test wi-fi and audio.

Meeting Day:

- The host and co-hosts should log in at least 15 minutes prior to the start time to get prepared.
 - A co-host or multiple co-hosts will be needed to help with
 - Giving access from wait room to meeting
 - Manage PowerPoint and other technical items.
 - Managing breakout assignments
 - Monitoring the chat panel
 - Starting the recording
 - Launching the polls
 - Troubleshooting
- If you have a large number of participants and will be running a PowerPoint, a poll, using the waiting room, break-out rooms, recording the meeting, and using the chat option, you will need more than one co-host.
- Include a welcome and instruction slide to show at the start of the meeting, so participants know what to expect

Post Meeting:

- Save the chat discussion
- Stop the video recording (if applicable)
- Directly after the meeting:
 - Send an email thanking them for participating.
 - Additional handouts
 - FAQ's which may have come from the chat
 - Survey (if applicable)

Zoom Script Before Meeting Starts:

Before we get started, I just wanted to share some Best Practices for using Zoom for a group like ours. Please keep yourself muted so that background noise doesn't overpower the presenters. We will have some smaller group time, and I'd encourage you to unmute yourself to speak then, but otherwise, keep yourself muted. To unmute

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yourself, you can click on the microphone button on the toolbar across the bottom or the three dots in your frame.

I'd also recommend that you use the "Speaker View" setting and not the "Gallery View." The Speaker View will show you only the video of the person who is speaking instead of the individual tiles of everyone participating tonight. If you're on a computer or tablet, you can select the speaker view by clicking in the upper right corner.

I'm sure there will be questions that arise during the presentation, so if you want to ask a question, please utilize the chat feature. That way you won't interrupt the speaker. You can find the chat feature along the toolbar. Type your question in there and then our speakers can take some time to answer them at the end.

We'll be using the breakout room feature, so when it's time to head to our rooms, you'll get a notification that you'll need to accept so that you move into the breakout room.

How to Participate in a ZOOM Meeting:

1. You might be invited to join a Zoom meeting by email, or you may register for one of the webinars / trainings, to obtain the meeting link and password.
2. [Download ZOOM](#) [available for computers, tablets, and cell phones] It is possible to call into these meetings, but to get the best experience you should have a computer **with a camera or an external webcam** and stable internet service.
3. After launching Zoom, click **Join a Meeting** or **Sign In**. To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click **Sign Up Free**.
4. Refer to your registration confirmation email for a direct link to the training or for the meeting ID and password if available.
5. You can choose to have video on or off, but make sure you DO connect audio so you can ask questions. You will have the ability to mute yourself /turn your video on/off during the training through the tools at the top of your screen after connecting.
6. To ask questions, click on **Participants** at the top of your screen, then raise your hand. You may ask questions aloud or via the **Chat** tool at the top of your screen.
7. [Additional help getting started with zoom](#)