Best Practice for Zoom Hosting

fdcw The Foundation for Developing Compassion & Wisdom

Which format?

Meetings

- Ideal for hosting more interactive sessions with audience
- Ideas for small to medium groups (up to 1,000)
- Participant list visible to all participants
- No email reminders
- Breakout rooms

Webinars

- More presenter-led, fewer opportunities for audience participation
- For large audiences (capacity up to 100 to 10,000)
- Participant list only available to host
- Email reminders can be set up

Which Zoom account?

Free

- *Unlimited one-to-one calls*
- *Group meetings limited to 40 minutes*

Pro

- *Unlimited one-to-one calls*
- *Group meetings up to 24 hours*

Zoom accounts can be purchased on a monthly contract.

Setting up a Zoom meeting

Security is key

- *Registration*

  Participants have to register on Zoom to receive the link to the meeting

- *Password*

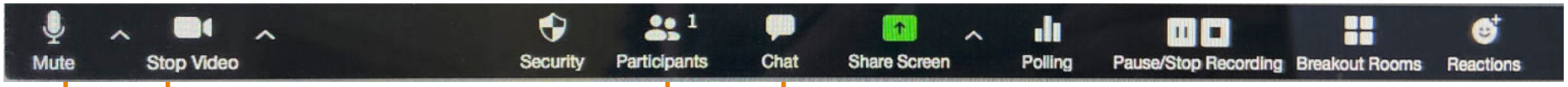
  Creates a six-digit password which participants are asked to enter when they log in to the meeting

- *Waiting room*

  All participants are held in a waiting room and have to be "invited" in by the host

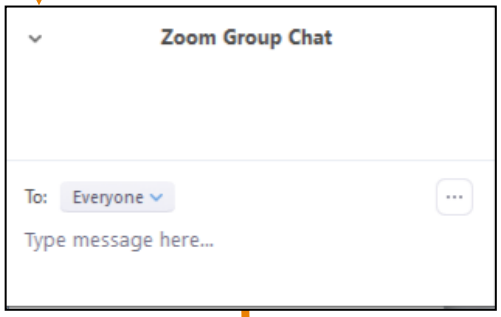
It's recommended to add all or some of these security steps when you schedule a meeting to avoid "zoombombing" by strangers.

Using the Zoom toolbar for hosts



Use these buttons to *mute/ unmute your microphone* and *start/stop your camera*.

If a participant's audio quality is poor, switching off their camera may help.



The participant list and chat box will open up on the right hand side of the Zoom window.
Participants can change their names by opening the participant list, clicking on the more button to the right of their name and choosing rename.

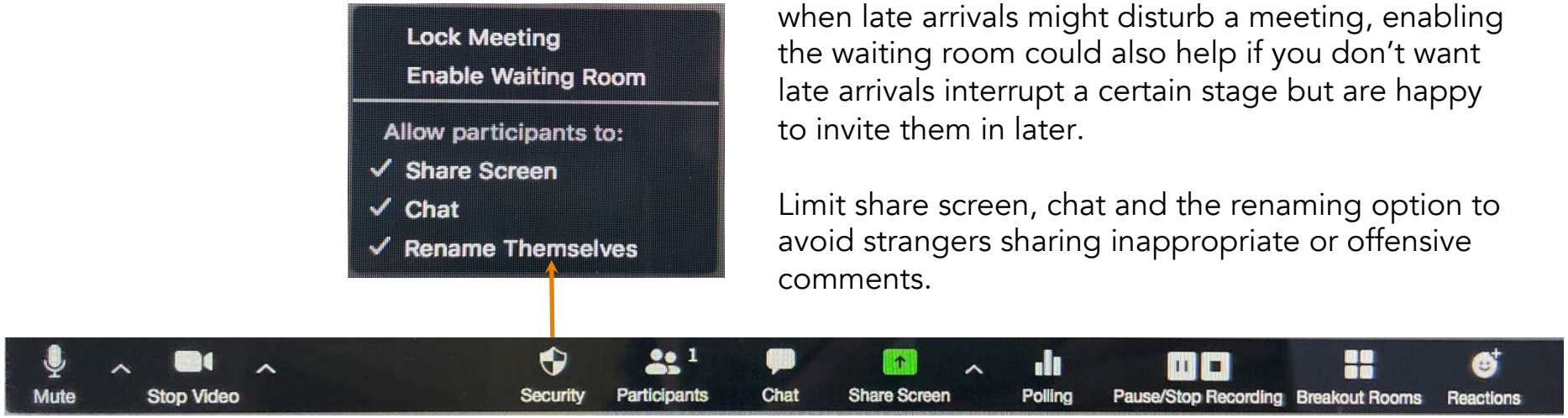
Using the Zoom toolbar for hosts

Security is key

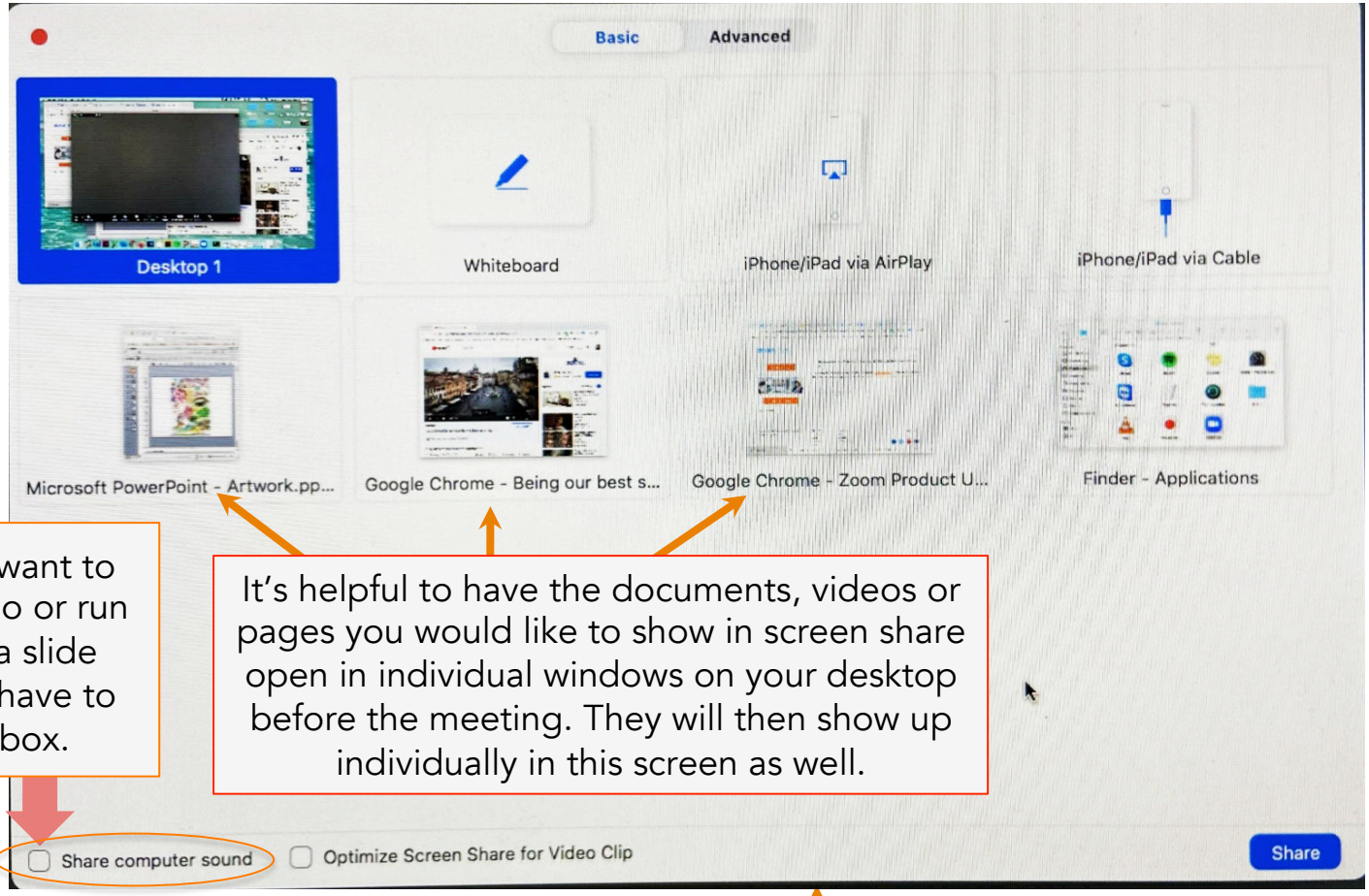
Zoom has added a number of security features for hosts to limit what participants can do while they are on the call.

Locking the meeting can be particularly useful when late arrivals might disturb a meeting, enabling the waiting room could also help if you don't want late arrivals interrupt a certain stage but are happy to invite them in later.

Limit share screen, chat and the renaming option to avoid strangers sharing inappropriate or offensive comments.

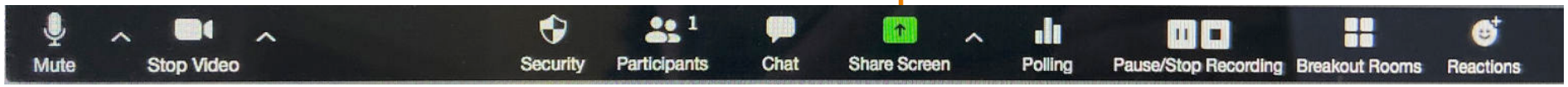


Using Screen Share



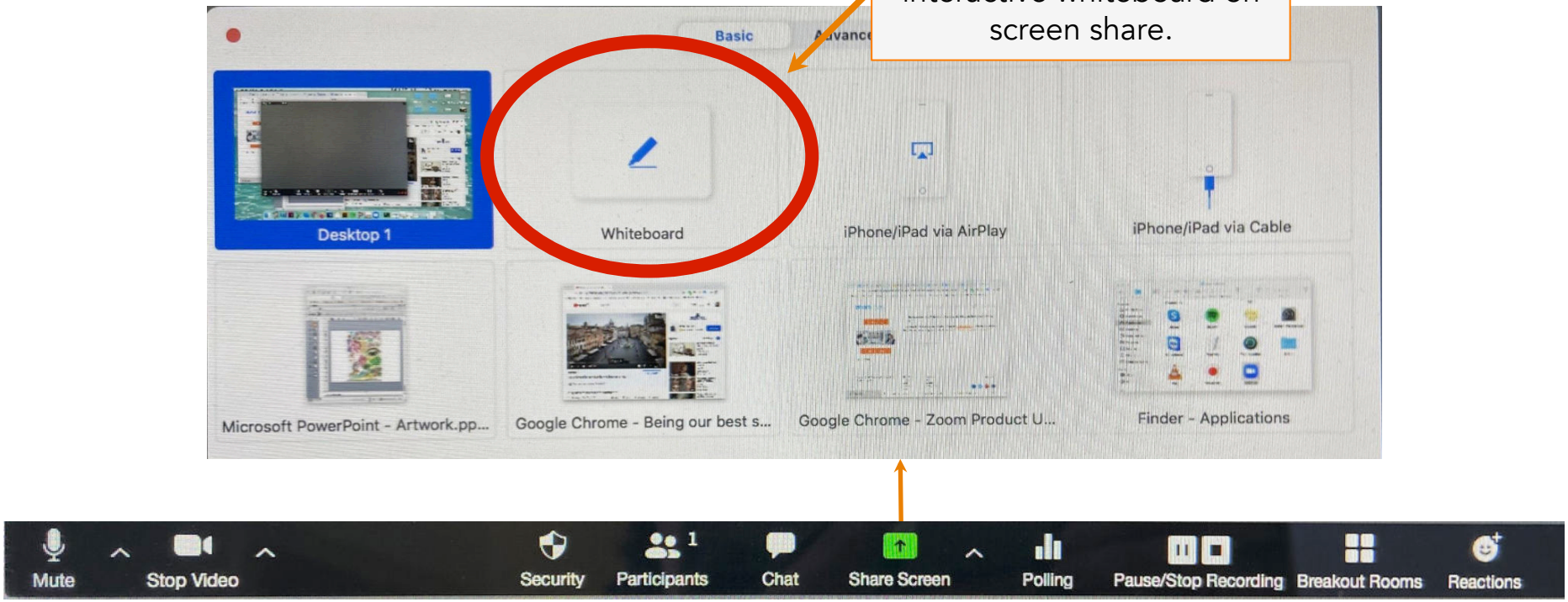
When you want to share a video or run music on a slide share, you have to tick this box.

It's helpful to have the documents, videos or pages you would like to show in screen share open in individual windows on your desktop before the meeting. They will then show up individually in this screen as well.



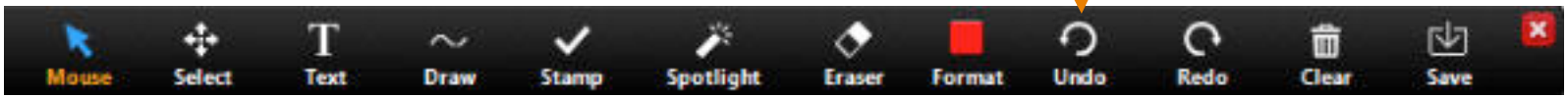
Using the Whiteboard

This opens up an interactive whiteboard on screen share.

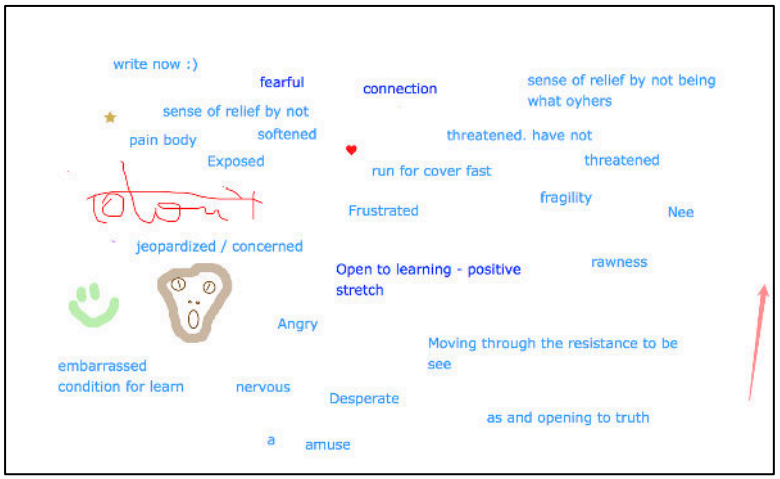


Using the Whiteboard

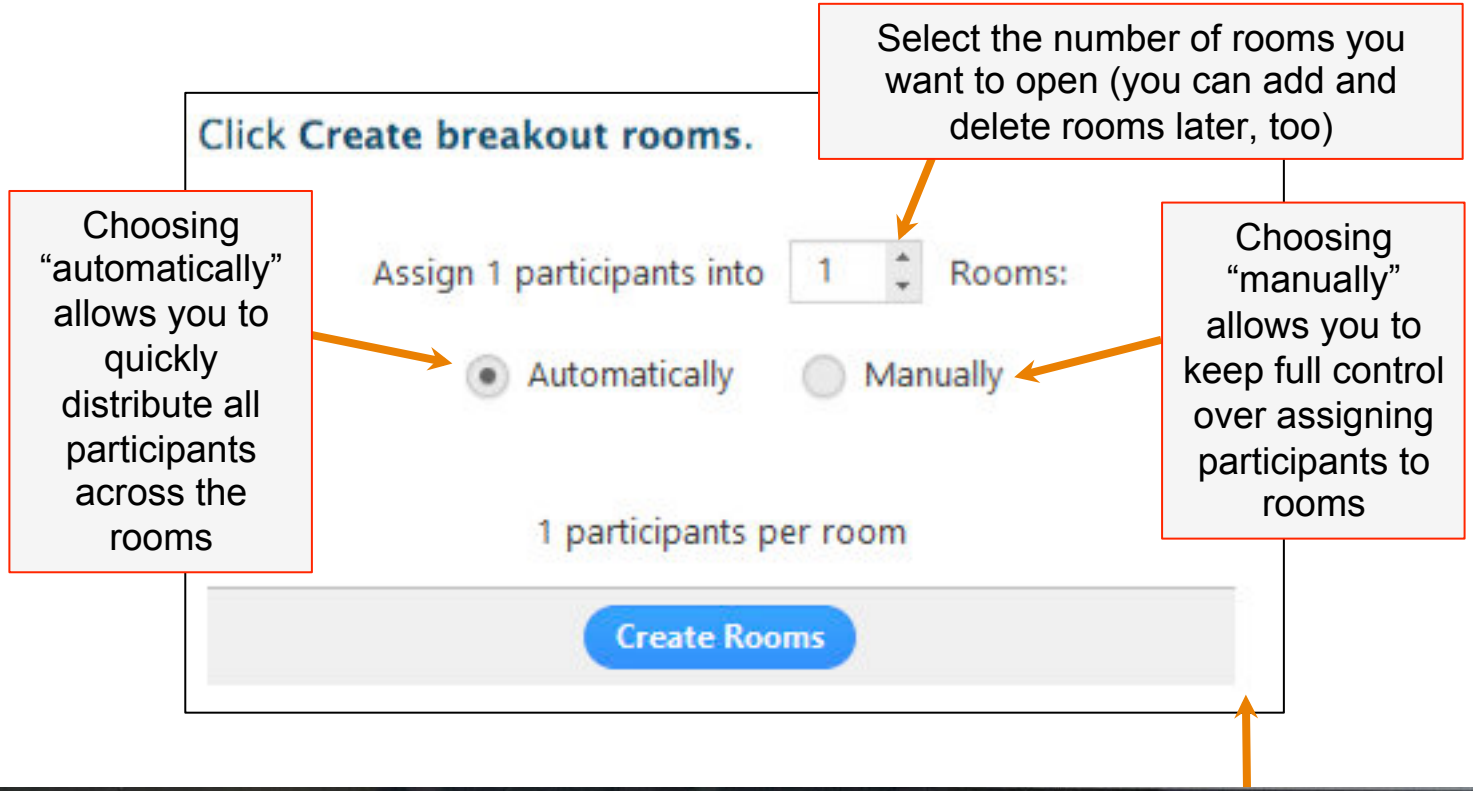
Under "view options", select "annotate" and a tool bar will open up.

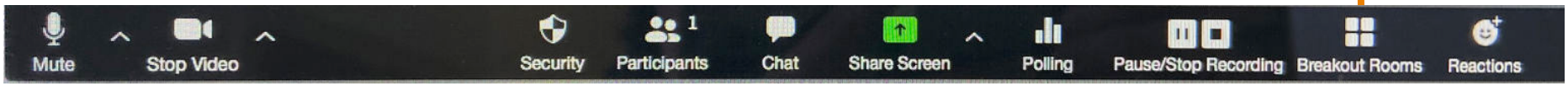


Depending on their computer or device, participants can now write on the whiteboard.



Using Breakout Rooms



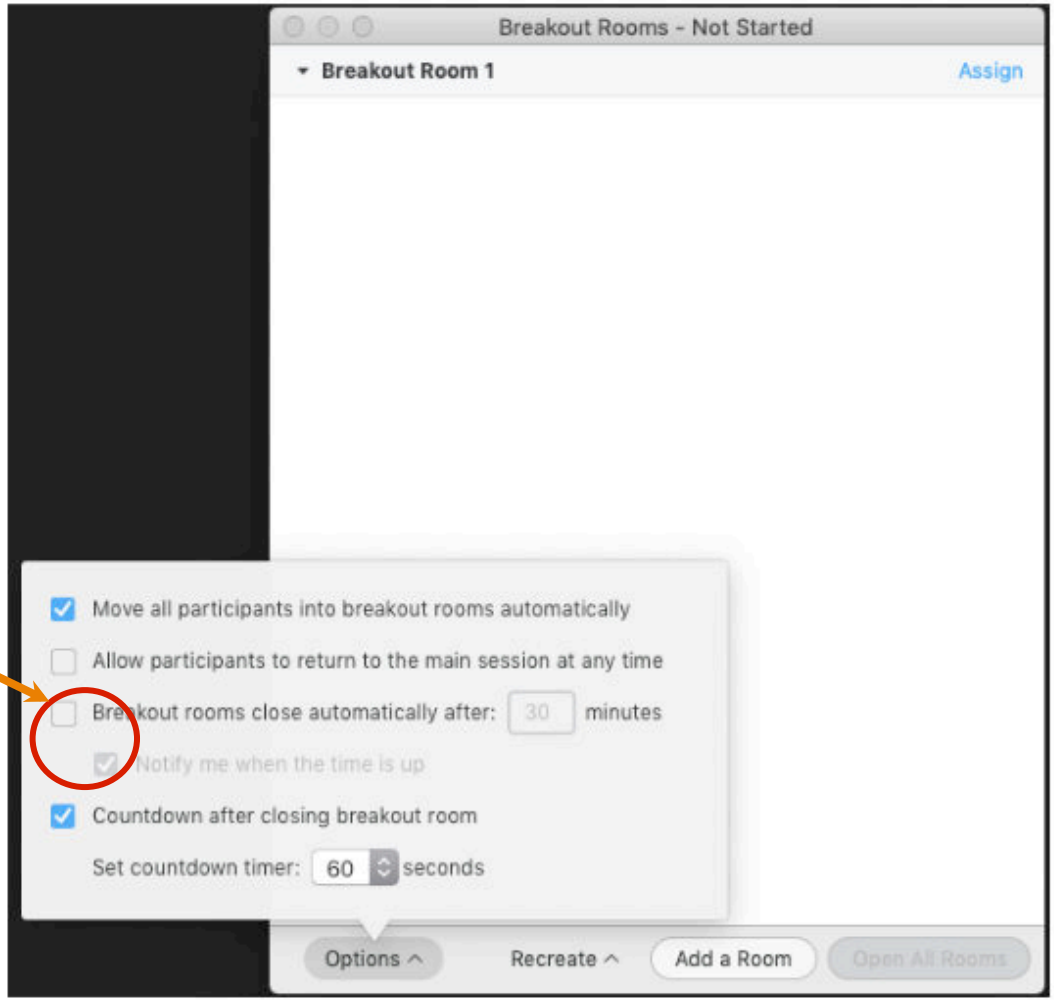


If you can't see the Breakout Rooms option in your toolbar, check 1) that you are logged in as Host and not Participant and 2) that breakout rooms are enabled in your account (click here to find out more)

Using Breakout Rooms

Make sure this option is ticked (blue) and choose the time you want the breakout rooms to stay open.

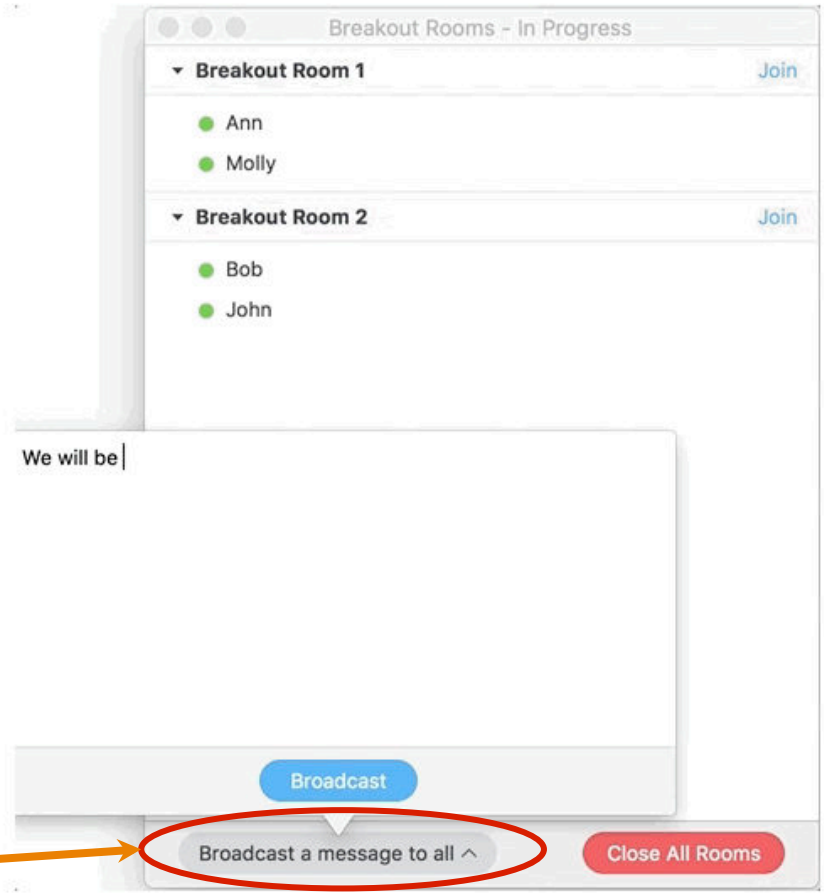
This way you get a notification from Zoom when the time is up.



Using Breakout Rooms

Assign people to the breakout rooms (if you chose to do it manually).
You can also move people from one room to another as part of this process.

Using Breakout Rooms



You can broadcast (send) a message into all the breakout rooms when they are open, eg a reminder of how much time is left for a discussion or an additional discussion question.

A message is visible on the participants' screen for between 5 and 8 seconds.

Questions in a typical Zoom session

- *"My audio/video is not working."*
- *"What was the question again?"*
- *"Can you share that link, please?"*
- *"How do I….?*

Zoom has excellent support pages available at https://support.zoom.us/hc/en-us which have an answer for almost any question that may come up ☺

Practical Tips

- *Get a good headset*
- *Exchange phone or WhatsApp numbers with presenter in advance*
- *Prepare anything you want to screen share in separate windows*
- *Start preparing breakout rooms about five to ten minutes before they are needed*
- *Check the breakout room settings before opening*
- *Have broadcast messages typed out in advance to cut and paste across*
- *Calculate timings in advance if this is essential for an activity*
- *Any questions? Google and Zoom are your friends*
- *Don't be hard on yourself.*
- *...and breathe*