

# TIPS FOR EFFECTIVE ZOOM VIRTUAL MEETINGS

Zoom\* is one of the most effective web conferencing tools on the market and is very popular right now. Here are some tips to using Zoom for effective virtual meetings.



## PRIVACY CONSIDERATIONS



Always use a Waiting Room for attendees.



Require the host to be present before a meeting starts or issue a password for those who arrive early.



Disable the ability for participants to record or screenshare without the host's permission.



Mute all the mics and video for participants in a webinar.



Allow only the hosts and panelists to send attachments through chat.



Advise participants only to click on URLs from the host or the panelist.

## UTILIZING OPTIONS

### USING REGISTRATION

While Zoom allows open links to meetings, it also has a registration option. Using a registration process prevents unwanted guests in the meeting and establishes pre-meeting norms. You can request that Zoom provide common registration information or you can create custom fields.

### POLLING AND SURVEYING PARTICIPANTS

You can even “poll or survey” people before the meeting when they register.

### BRANDING

You can brand the meeting invite and followup emails.

### SETTING PREFERENCES

You can set all unique preference settings ahead of time so that the meeting is seamless. For example, you can set participants to have options they can control themselves such as mute and unmute, turn on/off video, screen share, use an open chat, or use a monitored Q&A panel.

## UTILIZING OPTIONS (CONTINUED)

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### MODIFYING SETTINGS

A host or a panelist can modify settings in real time during the meeting if required.

### CHECKING PARTICIPANT ENGAGEMENT

Are you interested in seeing whether your participants are engaged in the meeting or distracted? In Zoom settings you can program an attention monitor that measures usage and reports during the live stream.

### MONITORING CAPACITY

Zoom can be used with up to 1,000 participants and can support up to 50 breakout rooms.

### AVOIDING ZOOMBOMBING

If your audience consists of unknown participants, you might want to keep control of audio and video with the host so that you do not have any foul play.

## FACILITATION

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### ALWAYS HAVE TWO SUPPORT PEOPLE

Ensure you have a facilitator and a tech person. The technology person manages issues that pop up, allows the facilitator to continue (instead of stopping the meeting), and deals with participants who are having technical difficulties. *See also Pre-Meeting Storyboarding regarding breakout rooms.*

### LARGE MEETING OPTIONS (MORE THAN 15 PEOPLE)

Consider also having a designated chat room monitor for answering questions, posting links, and performing other tasks as needed.

## PRE-MEETING STORYBOARDING

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### DETERMINE THE PURPOSE OF THE MEETING

Will it be for information, dissemination, or interaction?

### POLLING OR ASKING QUESTIONS

Do you want to build any polls or questions into the meeting? You should build those polls ahead of time or be ready to respond in the chat room for live questions and interactions.

### SCREEN SHARING OF APPLICATIONS OR VIDEOS

If interested in using these features, you will want to set up the appropriate settings and test them ahead of time. It also helps to use two monitors when sharing your screen. This allows you to share one screen and use Zoom functions on the other screen.

### USING BREAKOUT ROOMS

Determine how many are needed and assign a Zoom-savvy facilitator to each one. The breakout room facilitator could be a volunteer session participant who is also comfortable facilitating.

## PRACTICE OPPORTUNITY

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### ALWAYS SET UP A DRY RUN

Include host/facilitator, chat room monitor, panelists, and a tech person. Even if you don't practice, you can check on the tech prior to the meeting.

## STARTING THE MEETING

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### OPEN UP 10 MINUTES AHEAD OF TIME

The host or facilitator can use that time to ensure participants understand the Zoom layout, the meeting norms, and can get people excited about participating by using early polls, playing a trivia game, or simply entertaining.

## INTERACTIVE FUNCTIONS

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Other possible options:

- Annotating
- Whiteboarding
- Hand Raising and Using Thumbs Up/Down, Slow Down/Go Faster, and Emoji Options
- Using Question Upvote or Like
- Polling – Using Single Answer or Multiple Choice
- Livestreaming to Facebook or YouTube
- Recording, Saving Chats, and Auto-Transcribing Meetings (Saved in the Cloud)

## “PRESENCE” IN ZOOM

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### CHOOSE WHICH VIEW IS BEST FOR YOUR SESSION TYPE

Choose Gallery View or Pinned Video. Gallery View is best for a facilitated group discussion. Participants in Gallery View can raise a pen or their physical hands (or virtual hands) to avoid interrupting during group sessions. The facilitator can monitor for such signs visually and/or check the chat room dialogue for possible issues. Facilitators can call on participants if the conversation doesn't naturally allow them to speak up. Want to present a lecture session? If yes, Pinned Video in speaker mode is the best option.

### USE THE “TOUCH UP” AND “AUDIO” OPTIONS

Zoom has a video option to do “Touch Up” and an audio option to “Minimize Background Noise.” Even if these options are used, it's still advisable to be in a quiet room that is well lit. If you need to add lighting, do so in front of the participant so as not to create a shadow or darkened image (like a crime scene). If in a loud location, using a headset is the best option.

### CONSIDER THE VIRTUAL BACKGROUND OPTION

Zoom has a virtual background option for participants who may have a disorganized room or those who don't want to show their real background.

### BE MINDFUL OF THE CAMERA

Be aware of the camera and where it is positioned. Many times people look at the video on the screen versus looking at the camera on their PC, laptop, tablet, or telephone. Thus, it never seems like the person is really speaking to the other person on screen as they are always looking somewhere else.

### MUTE WHEN NOT SPEAKING

If you are not using headphones, then realize that fidgeting, eating, drinking, etc. might be picked up by the unmuted microphone. If not speaking, it is usually best to mute yourself. Remember to unmute when speaking. Be sure to give Zoom a 2-second unmute pause so that there is not any lag time and people catch what you are saying.

## OTHER TOOLS TO USE WITH ZOOM\*

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- Zeetings
- Hypersay
- Beekast
- Slido
- NearPod
- Poll Everywhere
- Mentimeter
- Aha Slides
- Kahoot

\*Suggestions for additional platforms. We do not endorse or promote any of the suggested resources and platforms.

The content of this resource were developed under a grant from the Department of Education through the Office of Program and Grantee Support Services (PGSS) within the Office of Elementary and Secondary Education (OESE), by the Region 5 Comprehensive Center at Westat under Award # S283B190030. The views expressed herein do not necessarily represent the positions or policies of the U.S. Department of Education. No official endorsement by the U.S. Department of Education of any product, commodity, service, enterprise, curriculum, or program of instruction mentioned in this document is intended or should be inferred.

