TOASTMASTER ONLINE MEETING

TIPS AND TRICKS

Region 3

CREATED
BY BART LOESER

Setup of your online meetings:

There are lots of ZOOM-specific training about any issue, but especially helpful to first time users right now, go to: https://zoom.us/docs/en-us/covid19.html

Encourage EVERYONE to get a free Zoom account *40-minute limit* to practice using the tools on your own and/or invite others to join your meeting.

You could utilize a member with a paid Zoom Pro account to host meetings that can go longer than 40 minutes (Zoom may be extending that period temporarily for a period).

A 1.5 hour meeting could be set up as 2 concurrent free meetings with a break in between so that you could still use a free account

Set up the *repeating* Meeting ID as always the same and list it publicly on your website, social media and Club Central. This is a great opportunity to grow your membership. Limit access by setting up a "Waiting Room" or password access.

You might invest in a good camera—better than the computer camera .

It is better to use a head mic, ear buds, wired phone buds to minimize external noise pollution *such as typing.*

It is better to use a head mic, ear buds, wired phone buds to minimize external noise pollution *such as typing.*

Put Zoom app on multiple devices *Smartphone* in case your WiFi signal gets weak, as backup. Be wary of being in meeting on both your computer AND your phone since, there will be echoing if both audios are active. To troubleshoot, see: https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting

Before meeting starts
(a checklist for participants)

1. Try to ensure the strongest Internet signal or video/audio will be adversely affected.

2. Test all technology (including camera/video, Wi-Fi, and screen sharing) and access to the meeting before meeting starts

3. Become proficient at turning your videocam off/on (briefly) to keep other people from unwanted visual distractions. Remember: if you can see others, others can likely see you.

4. Become proficient at turning your Audio off/on (mute) to stop disruptive noises the meeting/speech by when not speaking. Put mobile phone on silent/vibrate.

5. Use of a lapel mic, a wired or Bluetooth phone mic will minimize noises like typing.

6. Make sure you can be heard clearly when speaking (You can test the mic anytime).

7. Ensure proper lighting, so it enhances, not detracts from your face/video quality.

8. If you are speaking, position your camera so that face is framed well. If you stand up to speak, maintain posture with body movement in frame. (Be mindful of voice quality).

9. Back-lighting and bad angles create facial shadows you may want to adjust.

10. Consider your background. Eliminate background objects that distract from you as speaker.

11. Read the agenda (emailed prior to meeting) — you could print it out—or show it on Share it to the screen at the beginning. Agenda can also be shared in the Chat room like other documents and links.

12. Send relevant speaker introductions to the proper people well BEFORE the meeting.

Region 3

TOASTMASTER
ONLINE MEETING
TIPS AND TRICKS

Before meeting starts (for meeting planners)

1. Send out meeting preparation tools and instructions necessary to participate – good Internet access, a camera, mic/headset, lighting, background, etc.

2. Send out instructions and links, several days in advance of meeting.

3. Ensure all participants have access to participation equipment (cam, mic, etc.)

4. Encourage participants to arrive online EARLY to orient them to the tools available.

5. Test your system by joining a test meeting: https://zoom.us/test (available any time).

6. Create some early time for social connection especially greeting guests—beforehand.

7. Perhaps create a Zoom Master role to offer Technical feedback to participants to improve the experience. Create some co-hosts who can help with meeting controls.

TOASTMASTER
ONLINE MEETING
TIPS AND TRICKS

TOASTMASTERS INTERNATIONAL

Region 3

TOASTMASTER ONLINE MEETING
TIPS AND TRICKS

During Meeting (logistics)

1. Perhaps create a role (Zoom Master?) for feedback regarding the virtual experience.

2. Start off the meeting by introducing new participants to Zoom and cover etiquette issues/agreements, such as how to acknowledge or transition between speakers.

3. Choose "gallery view" to see everyone and "speaker view" when you need to pay attention to one person

4. Handclapping may be too disruptive online. Try silent "jazz hands" (although may not be effective for those participating by phone audio-only).

5. Be wary of awkward silences between speakers. Prepare to quickly transfer between speakers when muting/unmuting.

6. You might alter your name tag to indicate your role (eg. "Bart = Timer" "Tom=Spkr2").

7. Keep it simple and have timer use visuals (eg. Display colored timing cards, or a phone with the colors). TDM55 website offers other alternatives. Speakers should "pin" Timer's window to maintain access to the timing signals. (If using the Chat feature for such communication, Speakers must watch for the notifications).

8. Voting (eg. Best speaker) can be done via Chat privately to the Vote Counter. The Zoom host could use the Polling feature (Pro version only), although this method is more complicated and the host can't participate in voting this way.

9. Introduce all Club visitors at the beginning of the meeting and give everyone a chance to contribute during the meeting

10. Participant should avoid multi-tasking (not checking email or attending to non-meeting activities) and offer full attention while other people are presenting. Be a good listener.

11. Choose personal breaks only at appropriate times versus stepping out of the meeting. Mute yourself and your camera if not speaking (set up a face pic in your profile)

12. Where appropriate, choose a virtual background that doesn't detract). Practice its use.

13. Don't interrupt other people when they're speaking (speak over others). Use "Raise Hand" feature to request a question/comment. Once acknowledged you can quickly unmute, speak and then Mute yourself to indicate you're complete. You may also use Chat feature to ask or state it. (Make sure someone monitors the Chat room).

14. Stay aware of the camera lens/eye contact. (People can tell when you're looking away).

Region 3

CREATED BY BART LOESER