

**ROTARY CLUB ENDING HUMAN TRAFFICKING**  
Zoom Meeting Protocols  
**2021**

**POLICY:** The Rotary Club to End Human Trafficking uses Zoom Meetings as the meeting venue. To that end, the following protocols are used to ensure consistency and security to all attendees.

**PROCEDURE - MEETING SET UP:**

The meeting hosts will use the following settings:

- Waiting Room is ON (anyone wishing to join the meeting automatically goes to the Waiting Room)
- Participant Video OFF on entry
- Require a password: If you choose to have embedded passwords in meeting links, make sure you do not share them in social media or public forums.
- Chat is On
- Auto Saving Chats
- Display a sound when someone enters or leaves the meeting - for host only.
- Turn off file transfer
- Set up Screen Sharing so only host/co-host can use. This can be changed during the meeting as needed.
- Annotation Feature is off.

**HOSTS/CO-HOSTS**

When hosting a RCEHT Zoom meeting hosts should login to Zoom using [President@endhtrotaryclub.org](mailto:President@endhtrotaryclub.org) as the login. For security reasons the password is not contained in this document, but may be obtained by requesting the same from the account owner at [President@endhtrotaryclub.org](mailto:President@endhtrotaryclub.org)

**Hosting tips include:**

1. Control your meeting. Know who is logged in and make sure they are supposed to be there.
2. At the beginning of the meeting explain to the attendees the procedures for allowing them to speak. This could entail raising one's hand, sending a chat to the host or whatever else the host might determine is appropriate.
3. Make sure everyone who is not speaking is muted. In small discussion meetings this may not be necessary. In formal meetings and large gatherings, it is recommended.

4. If a meeting attendee is disruptive send him/her 1 warning either verbal or by chat. If the disruptive behavior continues remove the attendee from the meeting.

Note: Hosts / Co-Hosts are encouraged to review the [excellent article from Wordfence](https://www.wordfence.com/blog/2020/04/safety-and-security-while-video-conferencing/)  
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## **SECURITY AND PROTECTION:**

ZOOM Bombings are an unfortunate reality. We can make it very difficult for these Zoom Bombers by adhering to the above settings and taking the following precautions:

1. Never post a meeting id or password in social media.
2. Invitees should only share Zoom meeting login information with those they know and they should notify [president@endhtrotaryclub.org](mailto:president@endhtrotaryclub.org) when someone new is to be invited or attending a meeting.
3. If something does occur the Host / Co-host will suspend participant activity and remove zoom bombers.

## **ATTENDEES:**

Attendees need a computer or device with a webcam and microphone to participate in a Zoom session

- 1: Go to <https://www.zoom.us> and download the Zoom Desktop Client appropriate for your system. There is no monetary cost to do this.
2. Your Zoom Desktop Client will be downloaded per your instructions.
3. Install the Zoom Desktop Client. Secure your Zoom Login information for future use.
4. Once you have logged into your Zoom account you can find tutorial videos and a knowledge base on the left side of the screen. They are excellent learning tools.

The cleanest way to join a Zoom meeting is to:

1. Login in to your Zoom client
2. Choose join a meeting and follow the prompts Please note if you are joining a RCEHT hosted meeting you will be entering with video off.