

Rotary's Suggested Best Practices for Effective Online Meetings

Following best practices and meeting guidelines helps ensure the most enjoyable meeting experience for all of your participants. A positive environment, active participation and fellowship are integral parts of Rotary and we look forward to continuing that tradition in all of our online gatherings.

- **Please ensure you have a stable and reliable internet connection.**
- **Test and verify your ability to use ZOOM** with visuals and sound well in advance of the meeting. You may use this link to test your system: <https://zoom.us/test>
- **Laptop/Desktop machines are strongly preferred** instead of mobile devices. A headphone with microphone is preferred to ensure sound quality and eliminate background noise.
- **Take care of any needs beforehand:** food, drink or information you need during the meeting or a bio break. Just like regular club meetings, don't leaving halfway through.
- **Quiet atmosphere:** Please avoid venues with a lot of background noise or interruptions.
- **Disconnect and be fully present with video on.** Please turn off everything else: phones online chats, text messaging and no checking email. We understand this is the most challenging. Please make the decision and fully commit before the meeting begins as it is tempting.
- **Mute your computer on ZOOM or your phone line** at the handset level to ensure optimum audio quality for the meeting.
- **Submit questions** via the chat window for the moderator to ask the speaker. You may also use the hand raised indicator on the ZOOM control bar during a Q&A period.
- **Respect the speaker and others in the meeting.** Taking turns with one conversation is important for all to get the most out of the meeting.
- **The speaker/chair/moderator will coordinate the meeting.** Please follow their lead. That person will organize the speaking order and will help everyone to get a turn to share.
- **Plan ahead for no interruptions.** In advance of the meeting, arrange to stop disturbances which could occur: family, pets, doorbells or other interruptions. This includes muting your cell phone, landline, and any other nearby device which may alert you with sound during the meeting.
- **Test technology in advance and log on early.** Make sure everything works and you can be seen and heard on ZOOM. Log in to the meeting 5 to 8 mins early to ensure your technology is working. If you are a speaker, test your full system in advance, your connection to ZOOM, your lighting, your background and how your PPT will work.