

TIPS FOR MORE INTERACTIVE ZOOM MEETINGS

Tips for Zoom Meetings

- Have a facilitator running the Zoom meeting (other than the President)
- Invite Speakers from all over the United States/World
- Branch out into topics you might not have previously considered to support your local community (local restaurateurs/ER Physician/musicians/executive search/office leasing/online teachers? How is COVID impacting these segments? You might pick up new members this way.
- Keep Presentations Shorter (Max of 20 minutes) and have the speaker come up with a great Zoom Breakout room topic related to the presentation. (See below.)
- No “Death by Powerpoint” presentations. Powerpoints should have fewer slides. (Suggest a 5 slide limit for a 20 minute period). It is preferable to keep the camera on the speaker rather than slides.
- Avoid showing videos during Zoom presentations, or if you must, practice ahead of time and check the connection & volume. Be prepared to abort if you can’t get immediate results.
- Consider multiple (3 back to back) craft talks during a meeting.
- Have a Club Assembly (discuss club project – see below)
- Keep Your Fine Master/Fun Master and engage attendees.
- Are Your members missing from Zoom meetings? Call and invite them to participate & speak (2 minute update/Moment of Inspiration/pledge?)
- Take a poll on your zoom call - Link to how to do a poll during a Zoom meeting:
<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>
- Presentation about international projects - Remember to collect your Rotary foundation money

Zoom Online Rotary Projects

Think about having no speaker and doing a virtual club service project during a meeting – arrange pickup of goods ahead of time from one location.

- Backpacks
- Packages for local police/fire/emergency responders
- Packages for the military?
- Support cards for bullying/women at risk
- Packages for local schools? Science projects?

Zoom Socials

It's important to continue having socials during COVID and Zoom can be a great platform for socials. Avoid an open session with 10 or more unmuted people at one time as it is hard to engage larger groups unless you have Breakout sessions (see below). One great way to use your Breakout Session is to use the attached Networking Exercise.

Games are also a great way to have fun and engage everyone during the Zoom call. Here are some websites that have great ideas for games to play during our next Zoom social:

<https://www.twoscotsabroad.com/zoom-video-conference-call-games/>
<https://www.goodhousekeeping.com/life/entertainment/g32098665/best-games-to-play-on-zoom/>
<https://www.cosmopolitan.com/lifestyle/a32775193/best-zoom-games/>

Breakout Rooms

The virtual club meeting continues to be the primary tool for keeping our clubs connected with its members. But should we continue to rely on the mere meeting to keep members engaged week after week?

One of the drawbacks to a zoom meeting is the obstacles the program has to allow for open interaction between multiple members at one time. We are left to having one voice at a time and often members would just as soon stay silent and watch in the background. This is not an opportunity to be engaged in the meeting.

The breakout room offers an opportunity to allow members to congregate on a smaller scale, which should also allow for more interaction between those in the breakout room. Most Rotary clubs fail to use the breakout room to their advantage.

A breakout room can allow for a much smaller group to participate in a more intimate conversation between members. The following is offered as a tool to build member engagement through the use of the Zoom breakout room.

Prepare for your meeting and the use of breakout rooms in advance of the actual meeting. Create a schedule of topics to be discussed during the breakout sessions and allow for a single individual to become the facilitator for the breakout session. This facilitator will take notes on the topic offered and be responsible for reporting back to the general meeting with their observations.

Link for videos and how-tos on the use of Zoom Breakout rooms: https://support.zoom.us/hc/en-us/articles/206476093#h_01EDYTQ2KKSZ26AYPPKQSTV4HS

Suggested topics for an engaging breakout session:

1. Ask the featured speaker to suggest questions they might want club members to discuss
 - a. Before, during, or after the topic is discussed.

2. Create a series of breakout rooms to discuss Rotary's six avenues of service
3. Discuss Your Past projects and how you can convert them into COVID safe projects.
4. Open discussions on:
 - a. New club projects
 - b. Partnership opportunities with other clubs

Rotary has proven that friendship is what keeps us together. Use the breakout room to not only get to know new members, but to reacquaint with members you haven't been able to socially connect with. Promoting friendship will keep us all engaged.