

## TIPSHEET



# IDEA EXCHANGE

## High Impact Virtual/Hybrid Meetings: A How-to Guide

**Build a Sense of Belonging with Breakout Rooms.** Take advantage of breakout rooms to create smaller discussion groups where people can network, brainstorm, or develop strategies. There are three ways to use breakout rooms.

- Automatically assign - Zoom randomly puts participants into rooms
- Let people choose - Great engagement tool that allows participants to choose the topic they want to discuss
- Manually assign - The meeting facilitator puts participants into rooms; great tool when you want to ensure certain people interact with each other or engage on a particular topic

To learn more about breakout rooms, [watch this short tutorial](#).

**Go on a PowerPoint Diet.** PowerPoint can often stymie engagement, creating a sense of being “talked at.” Try to incorporate opportunities for interactive engagement often when using PowerPoint by incorporating a call to action (chat, poll, breakout room, or “popcorn” style questions) every 7-10 minutes. When using PowerPoint, a good rule of thumb is to have one call to action for every three slides or key point of information.

**Poll to Get Instant Feedback.** Everyone loves to give their opinion—and to see what others are thinking! Zoom has a built-in polling function that is great for gathering group responses to multiple choice questions. For more extensive options, check out [Polls Everywhere](#), a platform with that allows more detailed responses, surveys, and word cloud generators. A word cloud is an image composed of words generated in response to a question to your participants. Bigger and bolder words indicate the frequency and importance of the word. It is fun to see a visual representation of the group’s collective input generated in just seconds. Here is an example of a Word Cloud...



**Chat.** This is a great tool to collect questions or participant feedback, especially when you have a large audience that would become unwieldy if everyone is trying to talk. Designate a couple of people to view what participants are putting into the chat and respond aloud. You can also put weblinks and documents into the chat as an easy way to share information.

**Speak in Unison.** You can recite the Pledge of Allegiance or Four-Way Test in unison on Zoom! You just need all participants change their settings to “talk at the same time.” [Watch this brief video to learn how](#).

**Play a Game.** This is a fun way to keep people interested in club meetings or social night.

- [Jeopardy](#) - This is excellent for customizing questions and answers to Rotary created before game day. The host shares their screen and teams then go to breakout rooms to come up with an answer; the first team back answers first. [Here is a link](#) to access a virtual Jeopardy game.
- [Trivia](#) – This is a fun social activity where the host shares the screen and everyone plays traditional trivia. Breakout rooms can be used for teams to collaborate and then return to the main session for answers. Visit [this site for a free trivia generator](#).
- [Kahoot](#) – This site offers a host of games that allow customization.
- [Bingo](#) – There are several ways to play Bingo online and [this free site](#) can show you the way.
- [Spin the Wheel for prizes](#). You can do this using your mobile phone or electronic device and share the screen by downloading this app for [Android devices](#) or for [Mac devices](#). Or go old school and draw a name out of a hat!

You can also play music before and after the meeting to create a mood! (Be careful, some may show up early just to offer music suggestions 😊.)

**Network in Small Groups.** To foster a sense of belonging, we must create space for people to interact in small groups. Save time for networking 15 minutes before, during, or after the allotted meeting time. Rotarians will appreciate the chance to talk outside the structured gathering. You can use breakout rooms for committee meetings or simply to create more opportunities for more intimate conversations.

**Run Hybrid Meetings That Keep Everyone Involved.** Meetings that allow members the choice to participate either person or via Zoom are increasingly popular—and will remain so for clubs well into the future. The key to creating a successful hybrid meeting is to treat Zoom attendees as if they were in the room. To do this you should:

- Make sure the microphone picks up everyone who is speaking, not just the main person talking.
- Set the camera to capture the entire room, or at least most of it.
- Position the speaker facing both the camera and people in the room so Zoom attendees see the speaker's face.
- Include Zoom attendees in the conversation. Be intentional about this by acknowledging their presence, calling on virtual participants, checking the chat for their questions, and including them in games, drawings, donations, and other live activities.

**Get Folks There.** Of course, even the best meeting will never be successful unless your members show up. Here are some ways to attract and engage even the most “Zoom-averse” participant:

- Survey members who aren't attending to find out why and what can be done to best support them.
- Record your Zoom meetings and send the link out afterward via email so members can see how the meetings are actually happening online—and building understanding. Even if they still don't want to join in, there is value in helping them stay connected with what is happening.
- Promote the small group networking opportunities, contests, and games noted previously.
- Stream your meeting live in a private Facebook group. Members may be more comfortable on that platform and may engage there.

For every meeting, ask yourself: **“How can I incorporate two-way communication to make this meeting interactive and informative?”**