**Responsibilities:**

* Zoom Host (Jodi)
  + Connect to Zoom meeting as host.
  + Ensure microphone is muted.
  + Designate the two Cohosts.
  + Put Zoom meeting “Spotlight” on Cohost 1, Stage Camera.
  + Turn on Live Streaming to Facebook at the ring of the bell.
* Hotel Tech (**651-292-….**; Dane)
  + Set up screens, projectors, sound board etc prior to meeting
  + Have the HDMI cord from the podium laptop to the 1st projector
  + Ensure all the room microphones are turned up on sound board.
  + Ensure all microphones are working.
  + Turn microphones off until the start of the meeting.
  + Connect the podium laptop to the Zoom meeting Have it set for speaker view.????
  + Allow audio from Zoom gallery to be heard in the meeting room
* Zoom Cohost 1 - Stage Camera & Presentations (Paul)
  + Connect to Zoom meeting.
  + Ask host to make you a Cohost.
  + Setup PC camera focused on podium and guest microphone on the stage.
    - Plug that USB cord directly into your laptop, if possible, to eliminate delay.
  + Connect the U-control UCA202 device via the attached USB cord to your laptop via the multi-port device which also has your wireless mouse tab.
  + Connect the HDMI cable to your lap that runs to the second projector.
  + When there are speakers on the floor microphone, move camera to focus on them and then move back to stage.
  + Be a backup to co-monitor the Zoom waiting room, admitting guests into the meeting.
  + Plug in the USB fob for the speaker’s “clicker” and give the “clicker” to the president for advancing slides.
  + During presentations – from the president or guest speaker – Screen Share PowerPoint or whatever application is being used for the presentation.
    - Get the slide decks from Jodi, either emailed or on a thumb drive.
    - **Make sure the “Share Sound” box is checked when screen sharing for video sound**. The PC microphone remains off.
    - Advance slides for the emcee or guest speaker, if necessary. The president has a “clicker” but it doesn’t always work.
  + **During open dialogue or Q&A, be sure to turn off Screen Sharing so that the Zoom focuses on the person speaking instead of the slide (that probably just says “Q&A”).**
  + PC Configuration tips:
    - In Zoom video settings make sure “mirroring” and “touchup” are turned off.
    - In Zoom microphone settings, make sure it is set to microphone coming in through the sound board.
    - Make sure PC speakers are muted.
* Zoom Cohost 2 – Room-View Camera and Attendee & Chat Monitor (Ken)
  + Connect to Zoom meeting. Host will make you Cohost.
  + Ensure microphone is muted.
  + Setup PC camera to show the meeting room.
  + “Admit” attendees into the Zoom meeting from the Zoom Waiting Room.
  + Monitor the Group Chat.
    - Individually mute Zoom guests who haven’t muted themselves.
  + Convey to the emcee in the meeting room introductions of visiting Rotarians and guests from the virtual world.
  + Guest speaker in the meeting room: Convey to the guest speaker any questions from the virtual world.
  + Guest speaker online: Convey questions from the meeting room to the guest speaker.
* Zoom Podium – Screen Projection PC (Podium laptop)
  + Connect to Zoom as normal Zoom attendee.
  + Ensure microphone is muted.
  + Ensure camera is off.
  + Ensure that the podium computer is projecting correctly on the front screen.
  + During the “social time” before the meeting starts it is nice to show the attendees to the Zoom meeting on the screen. Once the meeting starts it is best to not show the Zoom attendees unless we have a 2nd screen for them.

**Notes:**

* All sound from the room goes through the sound board into the U-Control UCA202 device and then back to the sound board.
* **Hosts and cohosts should never do a “Mute All”** because this also mutes the phone that is called into the meeting from the sound board.
  + Zoom attendees must be muted one at a time – if they don’t mute themselves.

**Meeting Procedure:**

* Zoom Host starts the Zoom meeting.
* Zoom Podium PC connects to zoom meeting and begins projecting on front screen.
* Both cohosts connect to the Zoom meeting.
  + Zoom Host makes them cohosts in Zoom.
* Cohosts get setup and start facilitating the meeting.
* Start the recording
* Social time in meeting room and online.
* T minus 1: Cohost starts the slide show and “shares” their screen.
* Zoom Host starts the Live Streaming on Facebook.
* President rings the starting bell.
* And off we go… Have Fun!!!!