# BEST PRACTICES FOR HOLDING ONLINE MEETINGS

1. Familiarize yourself with a preferred online meeting platform ([Zoom](https://zoom.us/)) and host a test call prior to your first meeting (highly recommend)
2. Ask members to sign on 15- minutes before the meeting so any technical issues can be addressed.
3. Remind members to **mute once they are on the call** – and to unmute when asked to speak
4. Provide one-on-one tutorials with less tech-savvy Rotarians on how to use the online meeting format
5. Provide an agenda prior to the meeting
6. Set up a communication/etiquette plan for holding online meetings
	1. Request all attendees mute themselves when not speaking
	2. Please say who you are before speaking
	3. “Raise hands” to avoid multiple people speaking at once
	4. The presenter should pause for questions
	5. Use the chat box feature
	6. Record your meeting for those unable to attend
7. Utilize [TED Talks](https://www.ted.com/talks), [Rotary’s VIMEO](https://vimeo.com/channels/rotarymembership), and other pre-recorded speakers to watch online together and follow with a group discussion
8. Take the online courses at <https://learn.rotary.org/learn>
9. Select an article or short film to read/watch prior to meeting and discuss together
10. Utilize Zoom they have many on-line video trainings

 <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting> -You can share this link with participants to show them how to easily join a Zoom meeting.

 <https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe> - here is a "How To" Video list on how to get started with Zoom