



BEST PRACTICES FOR HOLDING ONLINE MEETINGS

1. Familiarize yourself with a preferred online meeting platform ([Zoom](#)) 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
 - a. Request all attendees mute themselves when not speaking
 - b. Please say who you are before speaking
 - c. "Raise hands" to avoid multiple people speaking at once
 - d. The presenter should pause for questions
 - e. Use the chat box feature
 - f. Record your meeting for those unable to attend
7. Utilize [TED Talks](#), [Rotary's VIMEO](#), 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_I1Ild3N_XI77fKDzSXe – here is a "How To" Video list on how to get started with Zoom