**Tips for ZOOM Meetings**

**Before the meeting:**

**Testing microphone and camera**

**Testing sound and camera:**Please test your sound (both speaking and listening) prior to the meeting – the best way to do this is click on ‘new meeting’ in the app, wait for it to load then the prompt in a white box in blue writing will ask you to test your sound – close this “mock meeting” once you are satisfied with your sound.

**Audio issues:**If you are having trouble with your audio it will most likely be outside of the zoom app in the microphone and audio settings on your P.C or device settings. The other option for testing your audio is to click on the profile bar in the zoom app (your profile will show as a photo or your initials in a blue box) and under settings - you can also test it here.

**Camera Position:** Ensure your camera is positioned so it looks to your face at eye level as though you were speaking directly with someone at a café/meeting – avoid having the camera pointing to the roof, from the flow up your body, or positioned too close to your face.

**Internet connection:**Make sure your internet connection is stable. If your internet connection is patchy, you can join the meeting without video which may help (as your connection won’t take up so much bandwidth).

**Charge up:**Ensure your device is always charged up, this is important to avoid disruption during the meeting.

**During the meeting and engaging your audience:**

**Mingling:**At the start of the meeting connect on a social level – create a mingling opportunity - as the facilitator you might suggest that team members arrive a little earlier if they wish to “mingle”

**Mute:** If you are not the Chair or speaker - place your zoom on mute - this can be found at the bottom tool bar of the app

**Video on or off:**Turn your video off if you need to move around (phone users) or if you have a major distraction going on in the room. This impacts everyone! It is hard to hear and hard on the eyes. Explain in the chat box (right hand side of screen) if you have your video off for any reason (circumstance, no camera, bandwidth issues etc.). It is always preferred to have video on to improve connection and to add a feeling of full participation.

**Body language:** Be aware of your body language if you are on video, try and operate as if you were in a café, meeting room, etc. For example, sleeping during the meeting might be weird for the other participants, however we do understand that these are tough times so if you need to rest your eyes perhaps turn off your video. Also be aware the session is sometimes recorded.

**Interact:**Split the content up with someone or something interesting / requiring action - e.g. ask for an answer / thoughts to be entered into the chat, pose a questions, use a picture - something to keep your audience engaged and active even though they are just sitting looking at a screen

**Provide clarity:**Be clear about when you want people to talk, and how to control this - do you want people to indicate via the chat that they want to talk, use the "raise hand" function in the participants box, take a poll, or a free for all?

**Include everyone:**Invite the quieter people to speak - they may have a contribution but not be ready to use the chat or jump into the speaking spot

**Questions and answers:**The best way to raise a question with a very large group of people is through the chat panel to the right-hand side. Please avoid having casual comments and chats here as it is hard for the moderators and chair to keep up.

**Verbal Questions:**If you have a verbal question - raise your hand, the movement will ensure you a seen by the chair, and the chair will prompt you for your question. Unmute, ask your question, then mute again.

**Be patient:**For some, virtual meetings may be a new experience – so being patient with those still learning, pausing between questions, giving space for the chair to lead will all be helpful to holding a successful meeting

**Have fun:**share a laugh- it important that we smile and laugh together to release some endorphins in times of stress and change and it will make the whole experience much more appealing for you, your clients, teams community and loved ones.