Hosting a Zoom Annual Meeting

* DSC cannot host for you – this is to give you tips on how to host a meeting
* Go through 1-13-21 coffee hour power point presentation
* Credentialing (Rae)
	+ Use Registration feature
		- Individuals who will be joining remotely will register to attend the meeting
		- You can set it up so zoom will automatically approve them and send them the link to join the meeting. If you want to verify their eligibility to be in the meeting, you can set the option to manual approval.
		- You can export a spreadsheet with all those who are registered
	+ Use Waiting room feature (show what it looks like)
		- Attendees will be put into a waiting room prior to joining the meeting.
		- Using the exported registration worksheet, you can check the individuals into the meeting and then count the number of checks to help determine quorum
		- Someone (host or co-host) will admit or deny that person into the meeting
* Voting using the polling feature (Sandy)
	+ The owner of the account must be logged into the account in order to make changes to the poll questions during the meeting.
	+ Single choice vs multiple choice
		- Multiple choice does not allow you to designate the number of choices you can make
		- Verbally remind them how many they are allowed to vote for and then when you download the poll report, you can see if you have any spoiled ballots (i.e. voted for more than they were supposed to)
	+ Be sure to have a “none of the above” option on each ballot (question) so those who do not want to vote on that ballot (question) have an option
	+ If it is a yes/no question, be sure to have an “abstain” option
	+ Mark your poll anonymous
	+ Be sure to download the results of the polls soon after the meeting because poll results are deleted after 30 days (poll results can be downloaded during the meeting AFTER the poll has CLOSED)
	+ Raise hand feature – not recommended because it is not anonymous
	+ REMINDER: Hosts and co-hosts cannot vote in polls. Therefore, if a voting member is a host or co-host, they will need to log into the meeting from two different email addresses (if using registration) on two different devices so they can perform hosting duties as well as vote
* Screen sharing (Denise)
	+ If sharing a video – don’t forget to click on the share audio box
	+ Open the file(s) you want to share and keep them open. This way you share only the file you want and not your desktop
* Other tips (all of us)
	+ Practice, practice, practice
	+ Keep it short, keep it simple
	+ Have each co-host handle one task only, multi-tasking in zoom is much harder than you think
		- One person to monitor for raised hands
		- One person to monitor chats (or better yet turn off chats)
		- One person to do screen sharing
		- The owner of the account to handle changing polls/launching/stopping polls
	+ Set your meeting to no video and mute upon entry (this can be overridden during the meeting – it is just the initial setting)
	+ Ask attendees to turn off their video and set to speaker mode. This will greatly reduce the amount of bandwidth and prevent jerks or freezing
	+ Ask attendees to use the raise hand feature when they would like to speak and not physically raise their hand because it is hard to see a physically raised hand if there are a lot of attendees