

# **Growth Through Challenge: Moving Forward with Technology**

## **Breakout Group #1: A Beginner's Guide to Running Virtual Meetings**

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Making the Most of



**Virtual Meetings**



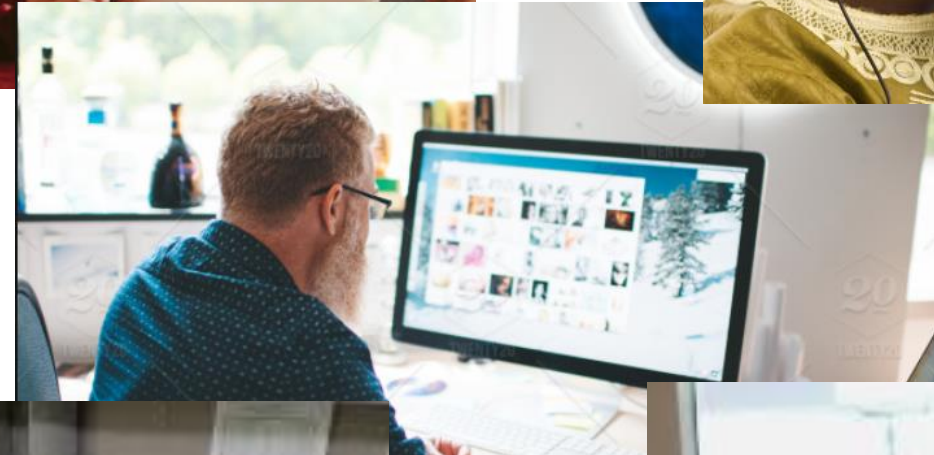
# TODAY

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- ☐ Discuss basic virtual meeting etiquette
- ☐ Tips to leverage web conferencing for virtual presentations & discussions
- ☐ Increasing meeting engagement
- ☐ How to run meetings in Zoom
- ☐ Resources available when you need them



# WHAT ARE THESE PEOPLE DOING? – USE CHAT







## Basic Virtual Communication Etiquette Rules...

# PARTICIPANT

## Before the meeting

- Understand your part in the meeting
- Be prepared with questions or suggestions
- Have headset plugged in and check playback settings
- Log in BEFORE the meeting starts (be aware of login duration)

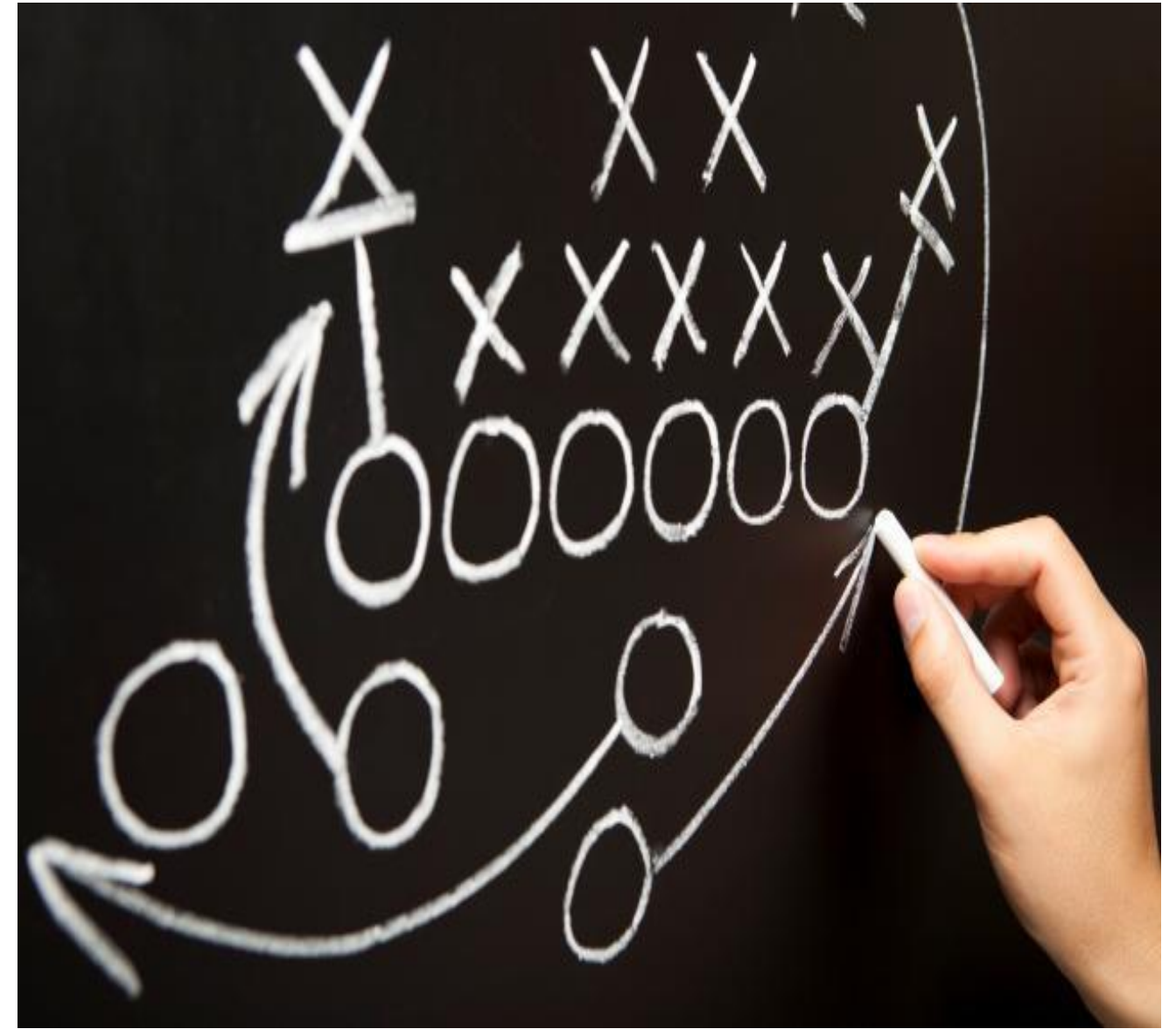
## During the meeting

- Place yourself on mute (be aware of breathing & background noise if not)
- Close Outlook / other apps / your phone
- Resist the temptation to multitask
- Look for at least one opportunity to add value
  - Use IM/Chat Communication
  - Take yourself off mute and engage (identify yourself before speaking)

# HOST - PREPARATION

## Have a Game Plan

- Information & talking points
- Camera or not
- Prep materials or handouts
- Presentation or discussion
- Share files or documents
- If/How to send prep materials

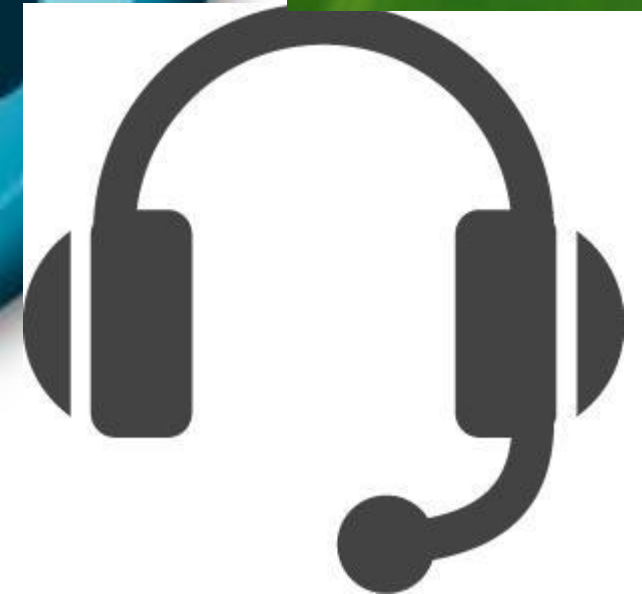




# PREPARATION

## Prepare Area

- Will you use video?
- What does the camera see?
- Have all files & applications open
- Headset settings
- Group & individual participants
- Try to prep 15 minutes before start time







**Keeping My  
Audience Engaged...**



# ENGAGEMENT BASICS

## Words on screen

- 24pt min - Currently using Calibri 32pt Bold
- Used to reinforce what is important

## Know your audience

- Knowledge level - Participation
- Introductions (> 5 people, < 6 people) & Ice Breakers
- WIIFM (“What’s in it for ME”)

## Audience Ability

- Considerations for sight or hearing impairment

## Use your voice purposefully

- Volume – Inflection – Emphasis – Pace - Practiced

## What’s engaging?

- Polling, Chat, Whiteboards, Videos (Integrate every 10-15 min)
- A picture is worth 1000 words





# Running Meetings in



# ZOOM

# WHY ARE MANY ORGS USING ZOOM?

- Inexpensive - \$14.99/month
- Wonderful interactive features
  - Screensharing, polling, video and sounds, registration, breakout features
- Versatile – good for small and large meetings





# ZOOM FEATURES - SECURITY

- Zoom has several helpful features to help you keep meetings secure
  - Password protect your meeting EVERY time!
  - Enable registration
  - Mute participants/disable video
  - Lock screen sharing
  - Optional for small meetings: Enable waiting room

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

## Registration

☒ Required

## Meeting ID

☒ Generated ID 925-7679-3269 ☐ Personal Meeting ID 321-600-1730

## Meeting Password

☒ Require meeting password

## Video

Host

☐ on ☒ off

Participant

☐ on ☒ off

## Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

# Meeting Basics



# Meeting Options

## Meeting Options

- ☐ Enable join before host
- ☒ Mute participants upon entry [V](#)
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☒ Breakout Room pre-assign  
3 Breakout Rooms [Edit](#)
- ☒ Record the meeting automatically ☐ On the local computer ☒ In the cloud

## Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

# Advanced Capabilities

Breakout Room

3 Breakout Rooms

[View detail](#)

[Delete this Meeting](#)

[Save as a Meeting Template](#)

[Registration](#)

[Email Settings](#)

[Branding](#)

[Poll](#)

Manage Attendees

Registrants: 64

Registration Options

Automatically Approved

× Send an email to host

× Close registration after meeting date

✓ Show social share buttons on registration page

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)



# ZOOM FEATURES – TIPS & TRICKS

- **Test the meeting features in advance**
- **Let meeting attendees know which features they'll be using in advance**
- **Be inclusive - provide a call-in # and/or tech support option**
- **Have a colleague as backup/ reassurance for large or complex meetings**

# WORDS OF ENCOURAGEMENT

- Don't be afraid to try new technology/features
- Go easy on yourself and others – we're all learning!
- Put yourself in an audience member's shoes



# RESOURCE LINKS – FOR FACILITATION

- **Harvard Business Review, What It Takes to Run a Great Virtual Meeting:** [https://hbr.org/2020/03/what-it-takes-to-run-a-great-virtual-meeting?utm\\_medium=paidsearch&utm\\_source=google&utm\\_campaign=dsa&hideIntracommercial=true&gclid=Cj0KCQjwncT1BRDhARIsAOQF9Lk85DDQBYXt4YVQguV64dg95CD9tbvIPaFfNr3ueDlpwWho98Uj9x0aAvQbEALw\\_wcB](https://hbr.org/2020/03/what-it-takes-to-run-a-great-virtual-meeting?utm_medium=paidsearch&utm_source=google&utm_campaign=dsa&hideIntracommercial=true&gclid=Cj0KCQjwncT1BRDhARIsAOQF9Lk85DDQBYXt4YVQguV64dg95CD9tbvIPaFfNr3ueDlpwWho98Uj9x0aAvQbEALw_wcB)
- **Best Practices for Hosting Online Events in Zoom Webinar:**
- <https://zoom.us/rec/play/vJluduCsqTM3S92U4wSDUPJ7W425L62s1ykWrPNezRq1AXcKM1OkbrcWZLZrLTD5jeFZf7eT6Q-2ZwUj?autoplay=true>
- **Find a Toastmasters Club close to you:** <https://www.toastmasters.org/Find-a-Club>



# RESOURCE LINKS – FOR ZOOM HELP

- **How to Join a Zoom Meeting – Instructional Video:**  
<https://www.youtube.com/watch?v=-s76QHshQnY&t=6s>
- **Zoom Blog:** <https://blog.zoom.us/wordpress/>
- **Zoom Live Training Webinars:**  
<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>
- **Jefferson's Zoom Tips Document – coming soon in follow up email!**



# Q&A

**Participate by un-muting  
yourself or through the chat!**