



DISTRICT 72

ONLINE MEETING GUIDELINES

This guide is related to Zoom as your videoconferencing platform, however please note that it relates well to other online meeting tools such as Google Hangouts, GoTo Meeting, etc...

BEFORE THE MEETING

- Install Zoom on your PC and/or mobile device
- Set up a Zoom Meeting and share the invite, meeting number and/or link with your members/potential visitors
- Ensure your device(s) are fully charged
- Log in to your meeting on Zoom
- Keep your microphone muted unless you are the Toastmaster of the meeting or you have been asked to speak
- Try to be in a quiet, well lit environment (especially if you are delivering a project)
- Consider investing in a mobile tripod and microphone that can plug into your device(s)
- Assign a trouble shooter (preferably tech savvy) to field chats about technical issues and solve problems quickly
- If you are using presentation software (eg. PowerPoint), know how to share the screen in Zoom, or email it to the TMOD/Chair to help display it
- If you are presenting a project/speech, email your evaluation sheet to your evaluator before the meeting

FOR TOASTMASTER (TMOD)/CHAIR

- Turn on your microphone in Zoom at all times
- Announce at the start that participants can report issues via Zoom Chat
- Outline the meeting agenda and introduce roles at appropriate times
- Facilitate the meeting as a whole, keep on track
- Spotlight the person speaking

FOR SPEAKERS (PREPARED AND TABLE TOPICS ®)

- When it is your turn to speak, unmute your mic and make sure as much as possible of your body is visible - at least the head and torso
- Check for audibility before you start your speech
- Keep an eye on device screen for timing signals - it can be a good idea to have your own timing device
- Deliver your speech/presentation
- Hand back to the TMOD and mute your mic on conclusion of your speech/presentation

FOR SPEECH EVALUATORS

- Make sure you have the evaluation sheet and project details with you before the speech
- Fill the evaluation sheet via PDF, or print it out prior to the meeting and make manual notes, during the speech/presentation
- When called upon, deliver your evaluation verbally ensuring your mic is unmuted
- On completion, mute your mic
- Email the PDF/written evaluation it to the speaker immediately following the meeting

FOR TABLE TOPICS MASTER

- Introduce the role when called upon, ensuring your mic is unmuted
- Either preselect or pick speakers from the list of attendees on Zoom (preferably with non-speaking roles) and assign them each a topic
- Wrap up the session and hand back to the TMOD on concluding the session and then mute your mic

GRAMMARIAN, AH COUNTER AND LISTENING POST

- Listen to the proceedings and take notes
- Unmute your mic and present your report when called upon by the TMOD/Chair
- Hand back to the TMOD/Chair at the conclusion and mute your mic

TABLE TOPICS ® AND GENERAL EVALUATORS

- Unmute your mic and introduce the session when called upon by the TMOD/Chair
- Present the evaluations for your Table Topics ® speakers, or role holders
- Hand back to the TMOD/Chair at the conclusion and mute your mic

TIMER

- Prepare timing cards or lights and have them clearly on displayed in your device video range
- Ask the TMOD/Chair to display your screen at all times during the meeting so that timing signals are displayed and seen at the appropriate moment
- Alternatively, you can use a bell or other audio signal to indicate timings (if you are going to use these then remember to unmute your mic at the appropriate times)
- Use your timing device to time the speeches
- Report on the timing throughout the meeting when called upon to do so by the TMOD/Chair
- Hand back to the TMOD/Chair at the conclusion and mute your mic

VOTE COUNTING

- Either use the polling function in Zoom or prepare a Google Form (make sure the form does not require login or ask for emails - disable those options) and share the link to your members/visitors
- Announce voting open for everyone
- Collect votes for 1 min and then close the voting
- You can also use other apps for voting