



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 password, and/or URL link with your members and 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/microphone/headset, as appropriate, that can plug into your device(s)
- Assign a Zoom Manager to handle muting, unmuting and spotlighting speakers at appropriate times
- If you are using presentation software (eg. PowerPoint), know how to share the screen in Zoom, or email it to the Zoom Manager 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

- Welcome guests and outline the meeting agenda
- Ask members/guests to keep the timer in view
- Introduce roles at appropriate times
- Facilitate the meeting as a whole
- Keep the meeting on track – start/finish on time

FOR SPEAKERS (PREPARED AND TABLE TOPICS®)

- When it is your turn to speak, ensure your mic is unmuted and make sure that your head and upper torso is visible – head should cover 2/3 of the height of your video feed
- 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 ensure your mic is muted 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, ensure your mic is muted again
- 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 ensure your mic is muted

GRAMMARIAN, AH COUNTER AND LISTENING POST

- Listen to the proceedings and take notes
- Present your report when called upon by the TMOD/Chair, ensuring your mic is unmuted first
- Hand back to the TMOD/Chair at the conclusion and check your mic is muted

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 check that your mic is muted

TIMER

- Prepare timing cards, lights, or virtual backgrounds are clearly displayed in your device video range
- Ask the TMOD/Chair to remind people to have your screen in view during the meeting, particularly when they are about to speak, 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) or use the text chat box.
- 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 ensure your mic is muted

ZOOM Manager

- Log in early to the meeting (preferably at least 10 mins prior)
- See the Zoom Manager Role document at: http://www.toastmasters.org.nz/member_resources/member_information_resources for further details on this important role.