

Hosting Online

Connect. Relationships are key to a gathering. Values are the same both in-person and online.

Spend time planning your flow (it's a bit different from an in-person gathering). Think through ice breakers and transitions.

Keep gathering time short and sweet. 45 minutes is the sweet spot. (Longer when needed is OK, but make sure people can jump off when they need to.)

Pre-plan questions/conversations--be prepared in advance. (For down time, perhaps ask everyone to share their stories and prepare them in advance.)

Talk in-between gathering times: this is important for relationship building.



Zoom Tips

Prior to the day:

- Schedule your meeting to create the Zoom Meeting link and forward the link to the other attendees.
- Test your microphone and speakers and ensure your camera is working.
- Test any of the features you will use during the meeting e.g screen sharing, breakout rooms etc.
- When sending an invite to other attendees, advise them to click/test the link before the meeting to ensure they have downloaded Zoom in plenty of time before the meeting.

On the day:

- Find a quiet space with no distractions: avoid bright light behind you.
- If using wifi at home try to ensure others aren't using it to watch video streaming sites at the same time.
- Join 5-10 minutes early to allow for any issues others are experiencing to be resolved before the start time.
- Introduce yourself when appropriate. Invite others to introduce themselves.
- Address other participants by name when possible so everyone knows who you are talking to.
- Ask participants to mute when not speaking and to be conscious of not speaking over others/taking turns.



Zoom Links

- Frequently Asked Questions: <https://support.zoom.us/hc/en-us/articles/206175806>
- Troubleshooting: <https://support.zoom.us/hc/en-us/sections/200305593>
- Sharing a Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-IShare-My-Screen>
- Chat: <https://support.zoom.us/hc/en-us/articles/203650445>
- Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093>
- Virtual Backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-VirtualBackground>

