



# ZOOM TIPS

## HOSTING A SUCCESSFUL MEETING FROM HOME

- 01.** Make use of muting. Everyone has background noise, even if they don't realize it. Zoom allows the meeting hosts to mute all participants, allowing attendees focus to stay on you.
- 02.** Keep attendees engaged. Before beginning a meeting, introduce everyone to the Participants panel. When you think you're losing people, ask basic two answer questions and instruct people to "in the participants panel, put a check mark if you think \_\_\_\_ and an x if you think \_\_\_\_". This way, no one can tune you out and voices are heard via a poll!
- 03.** Screen share. Create a powerpoint for your meeting and share your screen to introduce a visual element so attendees aren't only listening to your voice.
- 04.** Discussion gets messy, use breakout rooms. If you want to have a full group discussion, attendees are oftentimes discouraged from speaking because they think someone else will. Open up breakout rooms for your members to have small group discussions and then bring everyone back for one group member from each group present.
- 05.** Down time? Use icebreakers and music! Make sure to give your attendees lots of no screen time short breaks, but also use online games to introduce fun to your meetings! Try skribbl.io, Kahoots, and maybe in house scavenger hunts. Additionally, play some music to limit the awkward silences.

