

**2020-21 Rotary Opens Opportunities**

**Document 6**

**Supplies, Equipment, and Tips for Virtual Meetings**

**NOTE: There are several platforms for remote presentation.**

Because most of us have become familiar with Zoom over the past weeks, these instructions are focused on using Zoom for your virtual session. In the past few months, given our virtual environment, several platforms have emerged: Zoom, Microsoft Team, GotoMeeting/GotoWebinar, Facebook Live, Citrix, Mural, Google Meet.

Whichever you choose to use, follow the same general guidelines indicated below.

**Promotion of Session**

* Plan your promotion ~ implement the plan.
* Involve District Leaders, AGs to promote the session(s).
* Use website media and social media to promote session.
* See Document 3 for samples of promotional information to edit for your district.

**Breakout Facilitators**

* Use experienced or well-trained facilitators to lead the discussions*.*
* It is essential to have a training session, including a practice session demonstrating breakout rooms and how ideas will be recorded, for ***all*** facilitators.
* You may want to offer two identical training sessions to accommodate the schedules of facilitators.

**Arranging your Online Meeting**

* Use a webinar platform (e.g. Zoom or GoToWebinar) to register attendees and to facilitate pre-meeting communication, such as reminder emails and sending an email with *Toolkit* items.
* Arrange for a “Studio Operator” (Tech Person) who will manage the technology in the background. This person can facilitate putting attendees into breakout rooms, monitor the chat box, manage the screen sharing and troubleshoot attendees’ concerns. Having a Studio Operator frees the Organizer and others to focus on the presentation.
* Conduct a practice session
  + With Presenters
  + With Breakout rooms, and include Breakout Facilitators in the practice session
  + With PowerPoint slides
  + With multiple presenters sharing their screens
* Review the Youtube Zoom PowerPoint by this link: <https://www.youtube.com/watch?v=P_Xp_0BHBXM>

**Breakout Groups**

* Be intentional about forming groups for breakout rooms
  + Have a good mix of club members.
  + Limit the number of persons from one club to no more than 2 per breakout room.
  + You can assign participants to breakout rooms or have random assignments. You can mix as appropriate.
* Ask participants to have names, not phone numbers, displayed with their pictures. (*The studio operator can assist if participants don’t know how to rename themselves.)*
* For multi-club and/or multi-district meetings, ask participants to include their district number and/or their title with their name.
* Tips for meeting administration – ensure the Studio Operator understands and can assist with, as needed:
  + Muting (individual and all), chat box, polls
  + Duration time feature for speakers
  + Broadcast messages into breakout rooms
  + Breakout room questions/feedback

**Equipment and Supplies**

* Excellent quality sound and video equipment critical for presenters and facilitators. Use computers, not phones or tablets. Wear a noise canceling headset.
* Test any videos or PowerPoint presentations on the computer and online platform for compatibility and operation procedure.
* Breakout room facilitators should share their screens and use a word document to capture participant ideas and input. The Word doc can be referred to for feedback to the entire group and can then be immediately forwarded to the organizer so all ideas are captured.

**Printed Materials**

* Prior to your virtual One Rotary Summit, email the *Discussion Questions for the Sharing Ideas* segment (Document 9) and *Toolkit* items (Document 12) to everyone registered for the Summit. Ask them to have printed copies of those two documents handy during the Summit. (Proactively sending these materials is better than asking registrants to go somewhere else to download them.)
* Post the *Toolkit* items on your district website inaddition to sending the Toolkit items by email. Inform participants during the One Rotary Summit that all *Toolkit* items can be accessed on your district website.

**Suggestions for recording and sharing ideas from the *Sharing Ideas* segment and the *Moving to Action* segment**

* Devise a way that works for you to collect the ideas generated at the session, and then share those ideas back across your district after the One Rotary Summit(s). For example:
  + The facilitator or a scribe will key ideas onto a Word doc or Windows Ink Workspace while sharing screen to ensure capture of participants’ ideas, just as you would on a flipchart.
  + The Breakout Facilitator will send those notes to the Organizer immediately after the Summit.
* *Moving to Action* segment ideas should be recorded by someone designated by the Organizer.

**Other Notes and Tips**

* The PowerPoint slide deck contains one slide at the very end that has the basic Zoom etiquette points on it. This should suffice for Zoom instructions. Questions beyond the basics can be entered into the chat and handled by the Studio Operator.
* Using the PowerPoint in the materials is highly recommended. On the One Rotary page of [www.zones25b-29.org](http://www.zones25b-29.org), open Doc 11, enable editing, “Save As” with a file name of your choosing, and then complete it with district information, such as district number and other information you want to include.
* Be sure to safeguard and use the full time allotted for the ‘*Moving to Action’* segment. This segment is essential for an effective session.
* Record the session so you have material for promotion of other future events.
* Have a timekeeper and stick to the schedule you set for the event. Stay on time and on topic! For the *Sharing Ideas* segment, each item has a time stated in the *Breakout Facilitator Guide* (Document 8). Each Breakout Facilitator can appoint a timekeeper to help ensure that the time for each item be adhered to. The Studio Operator will send messages into the breakout rooms to let facilitators and timekeepers know when it’s time to move to the next question. (*Use the Zoom broadcast meeting control option to send a message to all in the breakout rooms.)* During the *Sharing Ideas* segment, announcing the time remaining for that segment during the last 10 to 5 minutes is essential. *Set up Zoom to notify participants at 5 minutes, 1 minute.*
* Have a planned approach to manage people desiring to make promotional announcements. These announcements can take valuable time away from the reasons to be at the Summit and lead to others wanting a minute to promote. If you decide to allow them,it is necessary to be sure that those who desire to make announcements know and adhere to the time limit for any such announcements***.***
* **RECORDING:** The large group session can be recorded by the studio operator. Breakout sessions can be recorded by the facilitators.

**HYBRID SESSIONS**

If you are conducting a live session with remote attendees, the following will help make it an effective session for the remote attendees:

* Use a good camera to follow the presenters, vs trying to move a computer to follow them.
* The presenters should use a microphone to be heard by the remote audience.
* Share screen for any PowerPoint information, rather than having the remote participants viewing a projection on a screen.
* During breakout session, have a facilitator lead a session with the remote attendees.

**Be excited about having people attending and wanting to learn!**