

Midwest Region Virtual Online Meeting Guidelines

The Zoom Video Conferencing Application offers a lot of tools that lends itself to our needs for both BoD and member meetings.

- The application is very user friendly and free to participants.
- The platform is available in most common operating systems.
- It offers the capability of single or multiple hosts.
- Presentation screens for pictures or Power Point presentations are available.
- There is a chat feature that allows participants to communicate silently
- The host can mute certain or all participants (important for larger groups)
- The service is free for groups up to 100 but meetings are limited to 40 minutes.
- Optional fees for unlimited minutes (\$15/month/host) and up to 100 participants. This is the PRO Plan and preferred due to the time limitations of the free plan as well as the inclusion of dial-in numbers.
- Additional charges apply for larger than 100 participants.
- The PRO Plan includes telephone audio connections for use with or without video -- or for voice only participation without requiring the Zoom application.

Virtual meeting logistics -- Successful virtual meetings are dependent upon a few basic rules:

- Apps should be loaded and ready to go prior to the meeting. Laptops work best because they are a stable platform, but tablets will also work. Smartphones will work but are NOT recommended. Hand-held devices for walk-around tours, etc. should be avoided.
- Participants should be prepared in advance – not at the last minute. Presenters should do all they can to ensure their presentation will work well and convey the information they wish to share.
- Participants must recognize that using video means they should be cognizant of the background behind them and their personal appearance – dress like you would if you were meeting in person.
- Participants should be in a quiet and closed environment, free of pets, children and other visual and audible distractions.
- Presentation format meetings should have 4 key separate participants: 1)The Host that manages the video chat, 2) The presenter(s) of any content to be covered, the backup presenter, and 4) the Chat coordinator to manage the chat questions and hand raising. That way the presenter can focus on the message content and the host and chat coordinator can control the logistics of the meeting and participants.
- The presenter should use a boom or lavalier microphone and earphones for clear audio.
- Presenters should have a “practice session” with the host a day or two prior to the scheduled video meeting.
- Participants may use the chat function or the “raise your hand” feature to ask questions.
- Participants must respect the security of the meeting and not share the meeting ID credentials with others unless they are known to them. The meeting credentials should NEVER be communicated via Facebook or other social media platforms.

- Scheduling dates should be sent out with ample notice– 15 to 30 days depending on the type of meeting and by-law requirements.
- Email invitations and log-in ID credentials should be sent out about 3-5 days in advance of the meeting.
- Meetings should open 15 minutes prior to the start time.
- We should have a primary presenter and a secondary backup presenter – things will go wrong.
- Video recordings are not recommended; however, the Secretary may desire to make an audio recording for the purpose of completing the meeting minutes.

Email invitations will be of the following standard Zoom invitation form:

Meeting Title

Date and time:

Scheduled presenter, bio, content summary or agenda

Back up presenter, bio, content summary or agenda

Meeting link

Meeting ID

Meeting password

Dial-in phone number(s)

Dial-in ID

Dial-in password

Virtual meeting format and rules

Future meetings schedule