



Leading Virtual Meetings Using Zoom

Best Practices for Group Leaders

Login early so Leah/Kate can promote you to Co-Host.

Provide an agenda in advance so participants know what to expect.

- Talk to Leah/Kate a week before the meeting and indicate what actions you would like participants to take and what you are hoping they will contribute during the different sections.
- Coordinate with Leah/Kate on the different agenda items so they know when/how you would like to use chat, hand-raising or unmuting to engage participants and bring their voices into the discussion. Get creative!
- Leah will send out agenda before the meeting.
- Ask speakers if they are comfortable with recording their presentation.

Be mindful of when/how you share your screen.

- People are here to network, so remember that every time you share your screen you are limiting the number of faces they will be able to look at.
- A screen should only be shared when it is needed to make a point or provide a visual example. Once that is done, stop sharing and switch back to the video-view.

Be present.

- We've appointed a person (Leah/Kate) so you won't have to sweat the technical details... let them monitor the chat and handle muting/unmuting so you can keep your attention focused on the members.
- Keep an eye on the overall energy and dynamic of the meeting. Look for opportunities to engage participants through questions (using chat or asking people to raise their hands so they can be called on).

Have a Mini plan!

- Since this usually involves a bit of in-person organization, talk with your Mini Master in advance and hatch a plan for how you will handle this virtually. One option:
 - At the beginning of the meeting, ask anyone who does NOT want to be placed into a Mini to send a private chat to the Mini Master.
 - We recommend having the Mini Master change their name on the Participant List so people can easily find and chat him/her.
 - Leah will send list of attendees' titles/companies to the Mini Master at the beginning of the meeting, which will serve as the business cards.
 - The Mini Master can create the minis during the meeting, then:
 - Send the list to Leah via text or email
 - Leah will put all attendees in their respective minis at the end of the meeting to coordinate a time to meet via FaceTime/Zoom/etc.
 - Leah will also email out a list of the minis after the meeting.