

Considerations and Tips for staying safe when hosting / participating in a Zoom meeting (Compiled from the Rotary Support Centre)

Exercise the same due diligence for the safety of participants for an online meeting as you would for a face to face (f2f) meeting. At a f2f meeting you would naturally check for all the health and safety requirements, such as fire exits, phone point for calling emergency services etc. The same health and safety precautions apply for online meetings.

If you have participants who live alone (or who just happen to be in their home alone at the time of the online meeting), you need to ensure that you have relevant information at your fingertips to be able to react immediately to an emergency situation, such as calling the emergency services to the participant's house – emergencies could be medical, someone falling ill whilst participating in an online meeting and requiring an ambulance, or a fire at a participant's house and the need to call the fire brigade.

Online meeting hosts should always make sure that at the start of the meeting they know who is participating in a house alone and what the address of that house is in case of an emergency. The best way to do this is to simply ask the question at the start of an online meeting and get anyone on their own to email you their location address, including postcode, via the 'chat' facility with host only (to respect confidentiality from other participants). It is not appropriate to think you will have time in an emergency to log on to a member database and look up the home address – time will be of the essence.

- Ensure you have downloaded the latest version of Zoom. Updates were made early April 2020 onwards to upgrade security functions.
- Use a strong password and not the same one as you use for other online accounts.
- Never share meeting details on social media or public forums, it allows public access into your meetings. Send your meeting invitations only to the people you want to attend.
- Protect meetings with a 'Generate Automatically' Meeting ID (don't use the personal one)
- Always use a 'Meeting Password'.
- Always use 'Waiting Room' – Take control of who joins your meetings. Set this as a default, it allows the Host to see who's in the waiting room and allows you to 'admit' them to the meeting.
- Host to consider using 'Mute everyone' to block out any inappropriate noise during presentations.

- Share Screen option – set “who can share screen” option to ‘host only’. This will give added control as to who can share screens, otherwise any participant can start sharing their screen during your presentation!
- Screen sharing – As host, if you share your screen bear in mind what else you have open, close other windows/applications not required. If used, don’t forget to switch off Outlook pop up messages for email.
- When in a meeting, think about your surroundings and what people can see and hear around you. i.e. family photos (particularly of children), loud music, TV etc. Why not experiment with adding a ‘virtual background’ for complete confidentiality (specific system requirements are needed to support this, so depending on your device/OS system, virtual background may not be a best option for you). Generic Rotary backdrops for use with online meeting platforms are available below under ‘Resources’.
- Use the ‘Lock Meeting’ facility. When everyone is in the meeting, lock down the meeting room to prevent others from entering. To do this, click ‘Manage Participants’ on the onscreen tool bar. At the bottom of the listed participants, there are 3 options (Mute All, Un-mute All, More), select ‘More’ and then select ‘Lock Room’ from drop down options.
- Chat function and recording – If the meeting is being recorded, the ‘chats’ between participants can be recorded and downloaded. Even a private chat between two people can be downloaded by the host.
- Inclusivity – remember, not everyone will be tech savvy. Offer help to members/participants to ensure they can participate in online meetings safely and stay fully inclusive in Rotary activities.

Communication and Training (From Chris Davies, LDT Team Leader)

We are hearing about and have been a part of some really exciting webinars and Zoom meetings. Technology is being used in so many ways to make sure we keep in touch with our members from “phone buddies” to e-meetings and all the great opportunities of WhatsApp groups and video calls. Even a Friday night “drink with a friend” over the video call gives a real chance to chat and relax. Many will now be thinking about the District Assembly and PEPS training, and of course Club Assembly and Business Meetings which are coming along so here are a few tips you might find useful:

- Don’t try to use the same material as you would normally, adjust for visual engagement to go with the spoken message.
- Use the platform that suits you, but make sure you let the participants know the rules about speaking and what time you are going to end and stick to it.
- Think about the length of session, certainly no more than 2 hours. If you need longer call another meeting, after all you are not having to travel.

- Leave time for audience participation: questions, discussion where possible. • Make it interesting for all your participants.
- If you use slides keep them to a minimum and not wordy.
- Real examples are the most interesting illustrations.
- Look at the Learning Centre in my Rotary it is really useful and is written by professionals for Rotarians. Think about making topics pre-reading requirements and just use the webinar as discussion of the courses.
- Think about using speakers that are not Rotarians or who you might not have thought about because it was too far for them to travel.
- Make sure you and your participants enjoy the experience, this could be our future!

I hope this helps and, if you have any “top tips” or need help, please let our Leadership Development Team Leader Chris Davies know by contacting her on: <mailto:chrishollybank@icloud.com>