

Best Practices for Zoom Meetings and Small Groups

DEVICES

- Laptop recommended
 - Larger screen, can type using built-in instant messenger feature, stays in place
 - Only use 1 device per house
 - If your computer has a camera, but not a microphone, use zoom on computer to see everyone and be seen, then call in the phone number provided for audio access – DO NOT use both computer and smartphone zoom app at the same time.
- Multiple devices cause audio feedback and internet bandwidth issues
- Your device will ask for permission to access your audio and video
 - Approve all of this ahead of time since it may require a reboot
- Smart phone/Tablet Placement
 - Place on a table or stable mount, not on your lap or in your hand
 - Battery - Make sure your device is plugged in or at full battery level
 - Use landscape mode [sideways] instead of portrait [up and down]

VIDEO ETIQUETTE

- Camera Angle
 - ○ Try to place camera straight ahead
 - ○ Looking down at a camera shows angles of your face that are unflattering
 - ○ Make sure your entire face is centered on the screen; not too close or far
- Lighting
 - Keep the background dark and your face light
 - Try not to have a lamp/light/window in view of the camera
- View – Speaker vs. Gallery (controls in top right hand corner)
 - Use Gallery view (not speaker view) to see everyone in a discussion.
 - Use Speaker view (not gallery view) if one person is making a presentation.
- Secure pets/children in another room
- Best not to eat on camera, unless you brought enough snacks for everyone.

AUDIO ETIQUETTE

- Mute/unmute your device when you want to speak - very important!
 - Use the microphone icon in the lower left corner to mute/unmute yourself
 - Encourage everyone to nod their head and have positive body language
 - Raise a hand when you want to be the next person to speak
 - Anticipate extra time for people to respond to questions
- Use a roll-call at the beginning to have everyone say something
 - Ensures everyone equipment is working correctly
 - Ensures each person knows how to mute/unmute

- Encourages each person to participate; you can do this as an icebreaker question and have each person answer
 - Makes sure you don't miss someone who has called in by phone.
- Audio Delay – because of audio delay, avoid attempting to speak/pray/sing in unison. Consider posting a prayer in the chat box and assigning each person a sentence.
- As in any group, only one person speaks at a time
- In an emergency the assigned host/co-host can mute one or all (Alt-M or use the manage participants box – mute all is near the bottom).

CHAT BOX

- The best uses of a chat box include:
 - Assisting a participant who is having trouble connecting to the audio
 - Sharing a file or text with everyone – such as words to opening/closing prayers
- If you are hosting a meeting on your own account, turn off private chat.

MEETING LENGTH

- Meetings feel longer on Zoom than in person,
 - Icebreakers help, particularly if participants are having tech issues, delaying the “real start”
 - Offer a 5-minute stretch break if you go past an hour/90 minutes
 - Consider using breakout rooms (that is breaking participants into subgroups) for smaller interactions at a meeting or for prayer intentions at the end of small groups. (Jen Mayer can help you get these set up (adults@spxbowie.org))