**Vermont Humanities**

## Suggestions for using Zoom for presenting talks and workshops online

1. Make sure you have (or have access to) a Zoom Pro account, which costs $15/month. Otherwise your meeting will be limited to 40 minutes.

2. Do a test run with scholar ahead of the event. Zoom is new to many and this allows for everyone to become familiar and work out kinks before the live event.

3. Require attendees to register ahead of time. A form-making tool such as Google Forms (free with a Google Account), or Wufoo (free for up to five forms) can make it easy to gather names and email addresses. You can set these forms to email you every time one is filled out.

4. At registration, and when promoting the talk, make clear that attendees must have:

   a. Broadband internet service

   b. A computer with a microphone, if the talk includes Q&A or other audience participation, OR a tablet or smartphone with the Zoom app installed

   c. A computer with a webcam, OR a tablet or smartphone, if attendees need to interact visually during the talk (this is often optional, even for Q&A)

5. When setting up the meeting in Zoom, select the following options:

   a. Video Host: On

   b. Video Participant: On

   c. Audio: Computer Audio

   d. Meeting Options:

      i. Enable join before host (off)

      ii. Mute participants upon entry (off)

      iii. Enable waiting room (on)

      iv. Only authenticated users can join (off)

      v. Record the meeting automatically (off)

6. Send all of the registrants for the talk the Zoom login information at least 24 hours in advance of the presentation.

7. Ask registrants to log into Zoom 10-15 minutes before the talk is scheduled to begin, as they may need to download and install software to use Zoom.

8. As the host of the meeting, start the Zoom meeting 15 minutes before the scheduled start time. This will give you time to try to solve any technical problems attendees encounter. However, be clear that the meeting needs to start on time, and that you don't have the ability to provide deep technical help before the meeting.

9. Ask the speaker to also join the meeting 10-15 minutes before the talk is scheduled to begin, to ensure that any technical issues they have can be solved before the scheduled start time.

10. Once the speaker has joined the meeting, make them the host (or co-host, if that's an option.)

11. For most talks, you want to select the Spotlight Video option, which makes the speaker the primary active speaker. All participants will only see the speaker if you select this option. More about Spotlight Video: https://support.zoom.us/hc/en-us/articles/201362653

12. If you plan to record the presentation, be sure to use the Spotlight Video option. Otherwise, video images of participants will be recorded – likely without their knowledge – whenever they speak.

13. It is often a good idea to mute all of the participants except for the speaker during the main presentation, as there can be an "echo-y" sound – or feedback – otherwise. You can then unmute the participants for Q&A.