



PARKLAND VALLEY'S BEST PRACTICES TO ONLINE MEETINGS

checklist

Host

- Provide a "How-To Join a Zoom Meeting" link when inviting participants.
- Set up a "Test Meeting" if participants are unsure of how to use Zoom.
- Have participants muted upon entry and encourage them to stay muted until it is their turn to speak. This decreases background noise.
- Encourage participants to use video if possible.
- At the beginning of the meeting go over all application features you will be using in your meeting and where they are located on the screen with the participants.
- Encourage participants to use reaction buttons (clap or thumbs up) when acknowledging a speaker.
- Introduce participants to the chat feature. The chat may also be used if a participant does not have a microphone.
- Get participants to re-name themselves using their first and last name.
- If a participant has a weak internet connect you may suggest that they or everyone does not use video for the meeting.
- Once all participants successfully join the meeting, lock the meeting for extra security.
- Once the meeting has concluded, end the meeting for all participants.