Available Zoom accounts

Hosts are expected to provide their own Zoom account. For webinars above 500 attendees, please contact Patty Simonton on CE4H Slack or at simontondc@gmail.com.

Zoom video tutorials
Zoom Recording instructions

TWO WEEKS prior to event
- Schedule prep call w/ event lead(s)
- Get email addresses for panelists
  - *Note: Panelists will need to use this email to access the webinar in order to appear as a panelist.*
- Create zoom event using set-up checklist below (based on event lead preferences)
- Send zoom links to event lead(s)
  - Individual links for each panelist + event lead
  - URL + dial-in info for general attendees
  - Instructions for adding panelists in Zoom.

SET-UP CHECKLIST

- **Decide: Webinar or Regular Zoom Meeting?**

  - **Webinar Format—speakers only on camera, more control and structure, *Preferred format***

    - **Settings when you schedule**
      - Require passcode
      - Allow dial in from telephone AND computer
      - Enable practice session
      - Q&A, enable or disable
      - Auto record if needed
      - Panelists -- add them ahead of time
        - Make sure email they're using is associated with their account
        - Once you "save" event settings, it takes you to a new page with event info. From there you scroll down to the bottom, there are 5 bars, under the invitations bar you hit "edit" for "invite panelists"
      - Calendar invite accessible here
    - **Settings once you're in the meeting**
      Note: log on ~15 minutes before the meeting
      - Remain in practice mode until you want to broadcast to all attendees
      - You can elevate or demote panelists/attendees once you broadcast

- ○ Chat
- ○ Speaker vs gallery view
- ○ Check "Hide non-video participants"
  - ● Once in Zoom app, not on Zoom.com; "Stop Video" carrot bottom left --> "Video Settings" --> Pop up window where we check "Hide non-video participants"
- ○ In participants side window, click "More" drop-down
  - ■ Disable view participant count
  - ■ Raise hand
  - ■ Allow panelists to mute/unmute and start/stop video themselves
- ○ Enable screen sharing for panelists

- ● **Regular Meeting Format – everyone in little boxes, less control**
  - ○ **Settings** when you schedule
    - ● Make other speakers alternative hosts
    - ● Waiting room
    - ● Breakout rooms
    - ● Mute upon entry
    - ● Calendar invite accessible here
  - ○ **Settings once you get into the meeting**
    - ● Security: Restrict share screen
    - ● Chat, enable or disable
    - ● Allow participants to unmute themselves (or not)
    - ● Speaker view vs gallery view, this might be up to the individuals?!

Want music? *Can make DJ a co-host but also will make them a panelist. They might remain unmuted but we can let them do that and he won't let any sound happen in the background. We'll cue.*

FAQs

1. **How can Placeholder Slides be used?**
   a. If you launch your slide show before opening up the webinar to public attendees, they will see your slide. Once the event ends, the zoom window closes.
2. **Is it possible to add a 'speed networking' segment at the end of the event?**
   a. To allow attendees to speak, we'd need to run the event as a zoom meeting (instead of as a webinar). We typically discourage this, unless it's an informal happy hour style event, since there's much more room for error (e.g. people not realizing they're off mute). To do this, we'd have everyone join the meeting, mute everyone except for the panelists, and then allow everyone to unmute themselves at the end. Depending on how many people you're expecting to attend, this could get unwieldy pretty quickly, so you probably want to work out a system where your moderator calls on people

3. **Will someone from the CE4H team be working the presentation and be able to field Qs coming into the chat box?**
    a. Event organizers (ie. YOU!) should expect to monitor questions in the chat box and in the Q&A box, if you've set one up. We recommend designating someone to monitor both and be responsible for relaying those questions in a private message to the moderator and panelists during the event.