

Zoom for Large Meetings

Preparation is the key to success. The information can be applied to different video conferencing platforms, but this is with reference to the facilities in Zoom. It is possible to organize a large meeting using the free version, but some of the functionality will not be available to you. Webinars are also available for exceptionally large numbers, but they are expensive and are not interactive in the way a Zoom type application is.

The Charities Commission as indicated that, because of the current circumstances, a video conferencing AGM is acceptable. Check with your U3A group that it is registered as a charity (some are not). You may need to pass an amendment to be able to host a video AGM.

You can record meetings and chats but be aware that you must ask permission from members, say where the recording will be held and when and how it will be deleted. On a free version, you can store to your device only. On the paid version, you can store to the Cloud or your device. It is enabled in the Settings.

You will need to take into consideration that a U3A membership group will range from people without computing devices to those who have. Some will not even have a smart phone. They will all need to receive notification.

It is better for the host/s to be wired because it is more stable than wireless. You can buy a cheap dongle for a laptop and have the wire going straight to the router. Headphones/microphones are better to make speech clearer and masking background sounds.

- Split up tasks among members.
- Ask/train members to acquire competence in using the various Zoom facilities.
- Have practice meetings.
- Complete opinion gathering, calls for resolutions, agenda, votes, etc., as much as possible before the meeting.
- Email information to paid-up members via your normal system.
- Mail or deliver by hand a letter with tick box for preferences (maintain social distancing).
- Establish whether the members have hearing or seeing difficulties.
- Try to get people coming online to have their full names on their videos. It has implications for security if they are not adequately named. Some people borrow their devices so the person may not be identifiable as a U3A member from the name.
- Remind attendees not to share meeting passcodes and ID's
- Gather and collate results prior to the meeting if possible. There are several technological solutions available (free or cheap) to make this easier. Google Forms is free and has almost limitless, but you need a Gmail account. Survey Monkey is free up to 100 responses and you also need to sign up. You can create private spreadsheets and generate reports.

Choice of Zoom Plan:

This will depend on members expected/needed in the AGM

Some facilities are not available on the free plan; the time limit is 40 minutes on free, and polling is not available, but you can have 100 participants.

The Pro plan also permits 100 participants, and additional numbers can be bought (was about 60-70 GBP for an additional 500 participants) (you can pay monthly); a phone-in option is available for members without Internet.

Managing a Large Meeting

Settings is the key to organizing the meeting. This can be done far ahead. Sign into your account and go through the lengthy list to fine tune permissions. There are fewer choices on the free version.

On the licensed version, chose the **Telephone** tab if you need member to join by phone. Choose your region, UK (the default is USA). There will be a phone charge.

- Enable a one-click join, but include the meeting ID, passcode and dial-up numbers in the meeting invitation.
- Switch off video and audio **but make it clear in advance.**
- Record the Chat automatically. The Charities Commission requires that decisions and the reasons for them are recorded in some format. You can print off the chat for the minute secretary.
- Enable polling and breakout rooms
- Enable closed captioning, but you will need someone to do this.... touch typing skills are necessary. This is important or hearing-impaired members.
- Enable alternative hosts, who have identical rights, but they must be licensed (about 11 GBP per alternative host). You do not have to do this, but it is advisable in the event of an emergency or the internet goes down on the original host. An alternative host can also host the meeting which frees the chairperson from the technicalities of running the video conferencing. Enable notification of this in Settings.

You can organize your meeting entirely on the [http:// www.zoom.us.com](http://www.zoom.us.com) web site, but you can also complete many of the actions on the downloaded app.

During the Meeting

- Mute all to prevent chattering, and feedback in some instances. As the host you can mute all under the Participants icon.
- Stop video, but you can not stop people starting their videos. As the host you can stop their videos by clicking on Participants, hovering over the name, and selecting from **More** or three dots. **On a desktop/laptop, the maximum videos available to view is 50, including the host. On a pad device it will be smaller, probably about 9, but you can pinch some screens to see more or swipe to the side.**

- Enable chat to all and to individuals.
- Limit screen sharing. You can share the agenda, but you can also send it in the chat window where there is an icon on the bottom right-hand side. If you need to share, make sure you have the document, photograph, URL you want to share pre-opened and minimized on your device. Do not have sensitive information open in your background.

Running Polls

It must be enabled in the Settings.

You can have multiple polls, and you can select the one you want to run from a drop-down menu on the taskbar. **Note that many U3A members may have another person on the same device. Only one response will be permitted. You will need to make two separate identical polls under headings such as Member 1 and Member 2**

Co-Hosts

Have many of the same functions as hosts. They can:

- Verify attendees
- Admit attendees from the waiting room
- Mute all/individuals
- Remove attendees
- Take minutes
- Touch type

Lock down the meeting when you are satisfied all have arrived. The feature is located under the security shield on the taskbar. This will prevent unauthorized entry.

After the Meeting

Under the Admin section on the Zoom site, generate polling and meeting reports and download. Print for your records.

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