

NOTES ON TAKING PART IN ZOOM MEETINGS

We've found Zoom ideal for our monthly meetings and now use Zoom Professional, which allows up to 100 participants and a 30-hour time limit.

The Zoom display and features vary according to what kind of device you use, so other users may have different options to you.

1. Joining a Meeting

If you're new to Zoom, download the app to your PC or phone.

You'll be sent an email invitation which contains a Zoom link from the meeting host showing the date and the time in either Central European Time or Central European Summer Time. Check on <http://www.timeanddate.com> to see the equivalent time in your part of the world.

Click on the Zoom link and follow any on-screen instructions. We suggest initiating the link 10 minutes before the meeting starts until you're used to Zoom.

Once in the meeting, check the bottom left corner of your screen to ensure your microphone and camera are on and don't have a red diagonal line through either symbol. You can toggle both camera and mic off by clicking the appropriate icon and we suggest you mute the mic when not speaking.

Click on 'View' in the top right-hand corner and if available, choose 'Gallery', which puts a grid of participants' images across the screen. If there are too many images for one screen, Zoom will open another, accessed using the arrow on the right of your screen. When a person speaks, a yellow frame will appear round their image.

Click on the 'Chat' icon on the bottom taskbar and a sub-screen will appear on the right-hand side which is used for the agenda and any meeting notes.

2. Host

The host will chair the meeting and has more on-screen controls than other participants, including the ability to mute one or more members. He or she will post a copy of the agenda on the Chat screen.

The host will progress the agenda, monitor the time, ensure that all members have the chance to contribute and that each subject is fully discussed. He or she will control the conversation flow to prevent cross-talk from simultaneous contributions and may nominate a speaker. In that event, those not speaking should mute. If you'd like to speak, raise your hand to attract attention. Should the host ask you to stop speaking, please do so.

3. Extraneous Noise

If you use a webcam or built-in laptop microphone, these are quite sensitive to extraneous noise such as passing traffic, which triggers the voice-operated software to light up your frame. Really loud noise will blot out everyone else's sound. You should mute except when you're speaking.

Wherever possible, site your PC or laptop in a quiet area. If you can't, consider using a headset, which offers headphones and a lip microphone and will help overcome the problem.

4. Time

Meetings are scheduled to last one hour. With a long agenda and multiple participants, that can seem rather short.

When contributing, bear in the mind the time, follow the KISS (Keep It Short And Sweet) principle and be prepared for the host to call time if you're overrunning.

Once an agenda item has been discussed, it's closed to further consideration unless it relates to another part of the agenda.

5. Reconnecting

If Zoom should cut off for some reason, click on the original link to reconnect to the meeting.

6. Minutes

The task of minute-taking is rotated around the executive and the person nominated will be announced by the host.

The minutes will be posted on the Meetings forum on the website.