Basics of Running a Zoom Virtual Meeting

An online training hosted by Lions Clubs International
Basics of running a Zoom virtual webinar

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Important information about this webinar

This webinar is being recorded; the recording and PowerPoint will be available afterward.

Your microphone has been muted and will remain so for the duration of this webinar.

Have a question? Submit it using the “Questions” tab located in the sidebar.
Agenda

- Best practices for hosting a virtual meeting
- Hosting a Zoom virtual meeting
- Questions and next steps
Quick poll: Have you used Zoom before?
Best practices for hosting a virtual meeting
Meeting virtually may be a new experience for some Lions and is an exciting opportunity to use technology to continue vital club functions and outreach.

Below are a few virtual meeting best practices that can help make each event successful.

**Tips for holding an online meeting**

**Prepare in advance of the meeting**
- Schedule the event 1-2 weeks prior to announcing.
- Conduct a meeting dry-run through.
- Login early to the live meeting.

**List important information**
- Have an introduction slide answering common questions such as, “Will this be recorded?” and “How do I submit a question during the meeting?”
- Include screenshots where applicable.

**Encourage interaction**
- If applicable, ask everyone to introduce themselves.
- Pose relevant questions during the meeting.

**Follow up with meeting participants**
- Set expectations for the next communication.
- Send the recording, meeting notes, and other relevant next-steps.
Many ways to meet virtually

Important note: Lions Clubs International does not endorse using any one software application for hosting virtual meetings.

Below is a list of applications that are available to use:
- Zoom
- Microsoft Teams
- GoToMeeting
- Skype
Hosting a Zoom virtual meeting
Zoom safety and security

This webinar will walk-through how to run a Zoom meeting on the free version of the software.

To help prevent “Zoom bombing,” or when an unauthorized attendee attempts to join your meeting, please follow the below guidelines:

- Do not post your Zoom meeting link publicly
- Do not give up control of your screen
- Only allow pre-approved users to join the meeting
- Use the Zoom waiting room to approve each participant

For more information about keeping your meeting secure, see this link.
Running a Zoom Virtual Meeting

Zoom software walk-through
Additional virtual meeting resources

**Zoom best practices and resources**
Zoom trainings and reference guides, event best practices, and standard housekeeping slides.

**12 tips for hosting a virtual meeting**
Forbes article featuring relevant information for hosting an online event.

**Video conference software overview**
TechRadar article reviewing and comparing several software solutions for hosting a virtual meeting.

**Tips for hosting a successful virtual meeting**
Lions Clubs International blog post featuring helpful advice to review before hosting your online event.
Questions?
Next steps

• Webinar recording and PowerPoint will available soon

• Any additional questions should be directed to Zoom’s customer service

• Stay tuned for more online events!
Thank You