Therapeutic Touch Awareness Week
Tips for Running a Zoom Event

Running a Zoom event, panel or meeting is much like running a regular event or meeting, only within a new medium. Many of the same components apply: enjoy yourself and share your enthusiasm. Do a tech-rehearsal and a meeting rehearsal to become more comfortable with the techniques and new technology. It is surprising how quickly you can develop these skills.

The Zoom platform, like most online platforms, offers their own **video tutorials.** You can access them at: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials . Go through them and practise. This will build your confidence too.

Here is a quick checklist, to help you in the preparation and delivery of your meeting or event on Zoom.

1. **Pre-Zoom meeting:**
   - Make sure presenters/participants have enough Zoom savvy to get onto your meeting.
   - Have meeting documents in place on your computer.
   - Pre-open documents you will share on Zoom.
   - Close all non-essential files and programs on your computer.
   - Have a practice run-through of your meeting. This is helpful to get the overall feel of the whole meeting. How might it be improved? (It may be recorded or not.)
   - Ask each other for feedback. Give notes or suggestions at the end. Make any content changes prior to your meeting date. Practise on your own.

2. **On Zoom Meeting Itself: Meet and Greet**
   - As participants get onto Zoom, informal hellos are shared. Allow relaxed time for this. Like any event, it is good to allow people to greet each other, find their place, etc.
   - If the meeting is going to be recorded, tell people. Confirm that if they prefer not to be in the recording, that they can put themselves on audio only. They will be able to listen and talk but will not be videoed. They may also want to change their Zoom name (on the Zoom screen they click on 'Participants', move their cursor to their name, select 'More', and rename themselves).

3. **Host begins meeting on time**
   - Welcome! Warmly, thank participants for coming.
   - Introduce yourself.

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- **Host** does a brief Tech demo, (depending on Zoom experience of participants) showing how to be on Zoom, while **sharing their screen**. Demonstration may include: How to turn on video, how to turn on audio, mute, raise hand, clap, etc.
- Tech run should be around 5 min. If longer is required, then offer a different session, at another time for a Zoom tutorial to participants or membership.
- Ask people to mute themselves, or host mutes everyone.
- Confirm with participants that they will raise their hand to ask a question.
- Ask people if they can hear.
- Share your screen to show the Zoom meeting Agenda.
  - This gives people a visual cue and grounds the group with a shared focus and an identified structure. Structure offers comfort and shows that effort has been made creating the Zoom presentation. Everyone is on the same page. People can relax.
- Follow agenda, keep to time frame.
- Introduce speakers, then mute yourself.

4. **Middle of meeting:**
   - As each presenter is done, thank individual speakers.
   - Be careful of going overtime. If going overtime, acknowledge and ask if people would like to continue, etc.
   - Ask if there are questions, comments, suggestions, etc.

5. **End/Conclusion of meeting:** Confirm any agreed upon actions or next steps.
   - Thank Everyone! – presenters, participants, guests.
   - Note suggestions for next steps.
   - Offer a warm Good night!
   - Host may keep journal to note future steps, comments, issues and potential strategies for development.
   - Send out recording link, if recorded.