Hosting a Meeting in Zoom
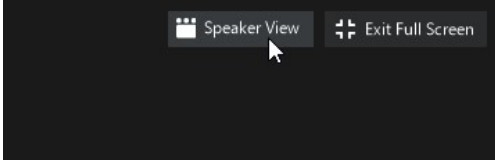
- Suggested webinar pricing.
  - Member: Webinar, $15.00
  - Non-Member: Webinar, $20.00
  - MiT/Student/Retired: Webinar, $10.00
- Currently only one GCS Zoom account
  - Only one Zoom meeting can be active
- 100 max participants by default
  - We have added 500 additional using add-on license (add-on license auto-renews monthly, unless we feel we don't need it)
- Use of the Zoom account must be submitted to the Section Programs Chair and Vice Chair (Carlos Torres and Bharath Rajappa).
  - Groups responsible for adding their webinar events to the spegcs.webinar@gmail.com Google Calendar.
  - Best to add place holders for all tentatively scheduled events for entire program year.
  - Contact the Programs team at least a week before your meeting to ensure your webinar platform has been assigned.

Summary
- Zoom and GoToMeeting services offer a very similar feature set
  - Audio and webcam
  - Password option
  - Chat
  - Screen share
  - Meeting recording
  - Cloud storing
  - Hand raising
  - Whiteboard
  - File sharing
  - Joining via phone call
  - Keyboard/mouse sharing

- Zoom Only Features
  - Waiting room
  - Polling questions
  - Breakout rooms
  - Virtual backgrounds
  - Gallery view (25 max by default. Can increase to 49. Scrolling for the remainder)

  - Speaker view (active speaker only)
  - Additional option to "Hide non-video participants" in Video settings.
   - This is a "per user" feature, not something controlled by the host.

Host Controls

- Host controls allow you, as the host, to control various aspects of a Zoom meeting.
- The host controls will appear at the bottom of your screen, if you are not currently screen sharing.
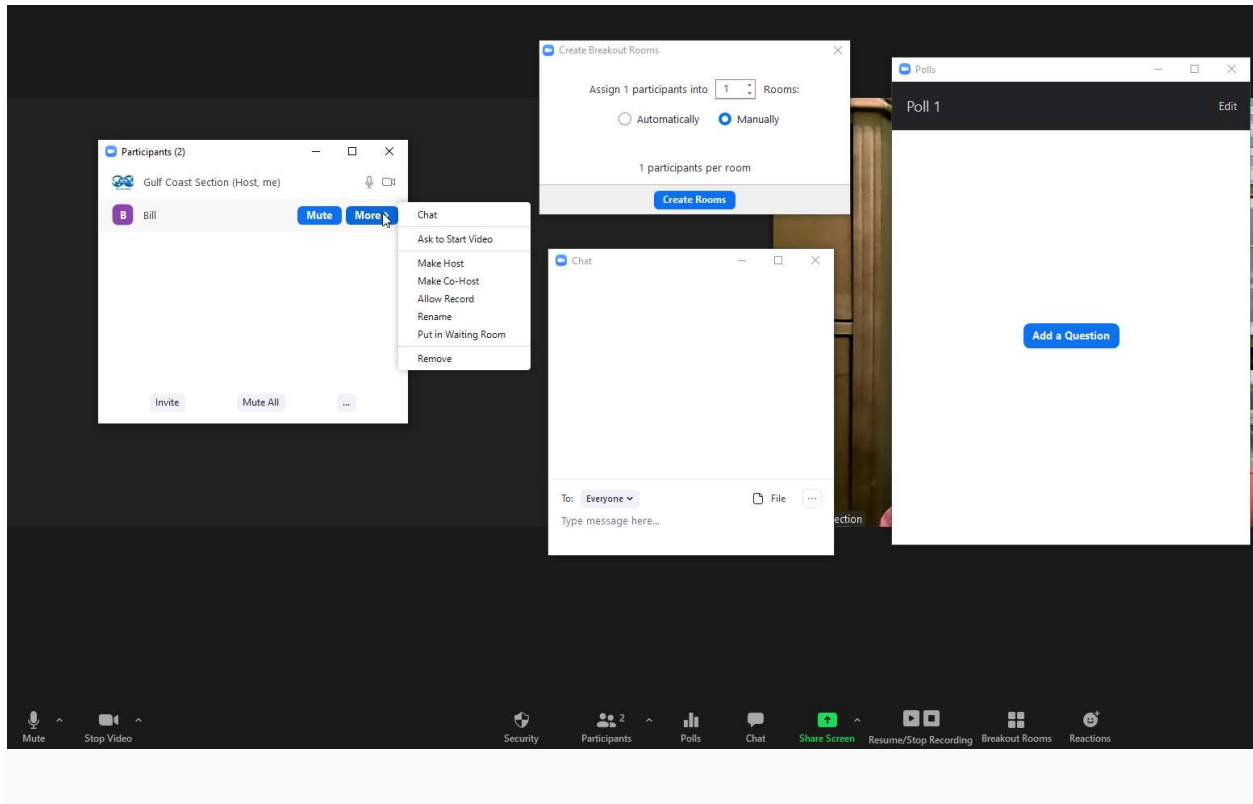
- If you are sharing your screen the host controls will be on the top of the screen by default, but can be moved to the bottom if needed.
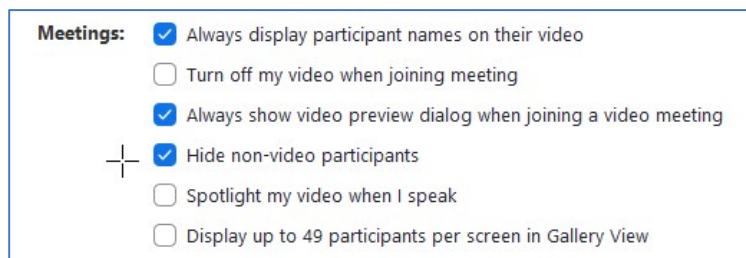
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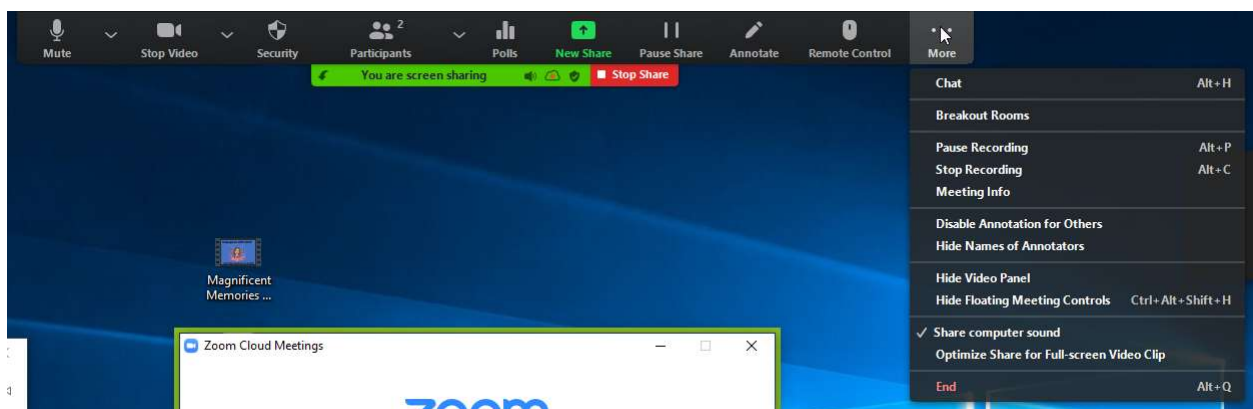
Specific Host Options using control icons
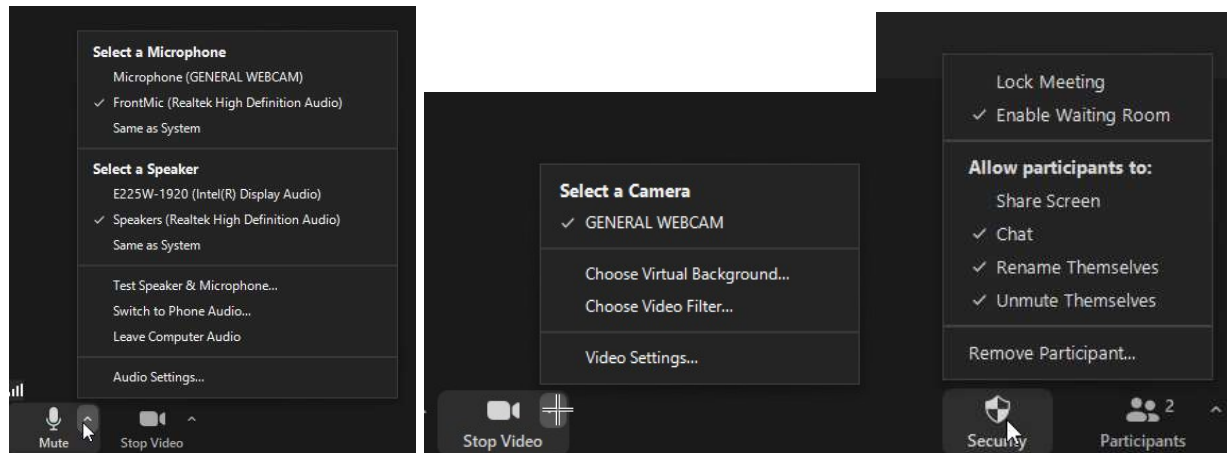
Audio Controls

- These are common to all participants
- Typical issues are not selecting the correct Microphone causing audio quality issues.

Video Settings

- "Hide non-video participants" works well for technical presentations or panel discussions, so only the presenters' webcams are shown. This can be disabled for Q&A or networking.
  - o Good practice to let the participants know how to enable this at the beginning of your meeting, since each participant would need to enable this feature individually.
- "Spotlight my video when I speak" will display your video <u>on your own screen</u> when you are in "Active Speaker" video Layout and are talking.
- You can also "Spotlight" an individual participant by right mouse clicking their webcam image and enabling "Spotlight".
  - o This puts a participant as the primary active speaker for all participants. All participants will only see this speaker as the active speaker.
  - o This helps to keep the main presenter's webcam always active.

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Polls

- Provides the ability to ask polling questions and display the results to the participants
- Can be setup prior to the meeting or during the meeting

Chat and/or Polling

- Alternative "Chat" Available

    https://pollev.com/spegcs555

Sharing screen/applications options
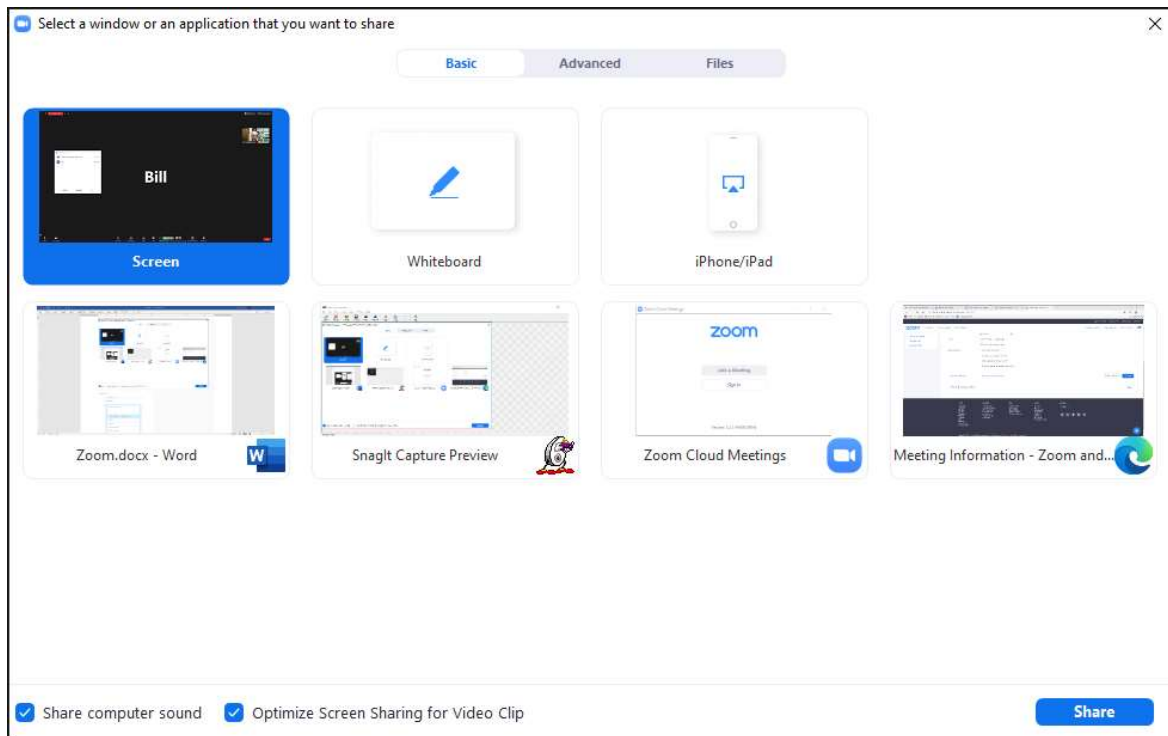
- Enable "Share computer sound" if you will be sharing any files with embedded audio. If you will be sharing a video file, then also enable "Optimize Screen Sharing for Video Clip".

- Do not enable "Optimize Screen Sharing for Video Clip" when sharing documents or PowerPoint presentations as this will reduce the resolution for the participants.

Recording meetings

- 1 GB of Zoom Cloud storage or we can download the recordings.
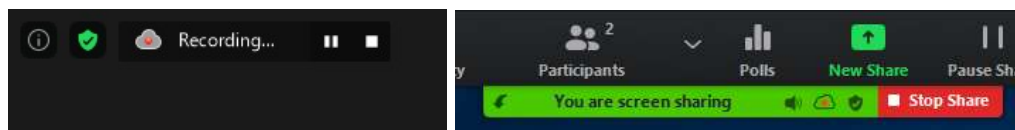
- Breakout rooms (recorded to local drive only, not the Zoom Cloud)
  - Can split your Zoom meeting in up to 50 separate sessions.
  - Automatic or manual assignments
  - After enabling breakout rooms, you can do the following:
    - Manage breakout rooms

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- o Pre-assign participants to breakout rooms (host)
- o Move in and out of the breakout rooms
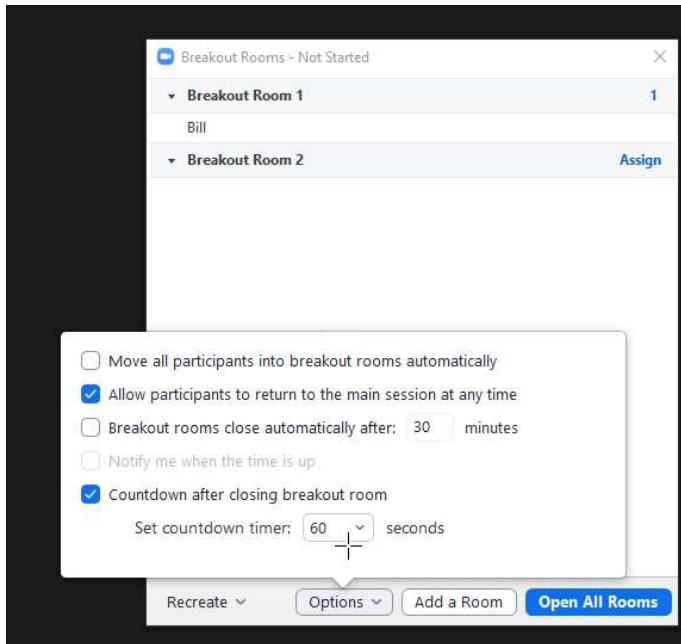
Co-Hosts

- The co-host feature allows the host to share some hosting privileges with another user.
- The host must assign a co-host.
- There is no limitation on the number of co-hosts you can have in a meeting or webinar.
- Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:
    - o End meeting for all participants
    - o Make another participant a co-host
    - o Start breakout rooms or move participants from one breakout room to another
    - o Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)
    - o Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an alternative host.

Webinar kits for in-person events

- Current 2 identical kits
- One stored at SPE office and one at Core Labs

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