

## CEF GB General Zoom Use and Guidelines Policy – FINAL

Zoom video-conferencing has been used within CEF for several years, facilitating the ministry and the fellowship. The coronavirus pandemic has meant that many of CEF's children's activities, business meetings, prayer meetings, and training courses have had to use Zoom. These guidelines are to help those organising and running such prayer meetings, committee meetings, and training courses to get the best from the Zoom software and to assist those participating in them.

### **Zoom Conference Calling - CEF events – Prayer meetings, Committees, Training courses.**

1. Use Zoom created random number for each meeting
2. Disable File transfer
3. Screen share set to host only
4. Disable "join before host"
5. Disable "allow removed participants to re-join"
6. Do not share link or meeting ID on public platforms – This will mean E Mailing link to all participants
7. Consider adding a meeting password, or build it in to the link.
8. Consider separating the "host" from the person leading or teaching in order for the host to monitor those on the screen and take action where necessary
9. User must ensure that the 'keep logged in' box is unticked
10. The account details and password are for use of the CEF Worker only and should not be disseminated to other Workers or volunteers.
11. CEF Britain has a Pro Zoom account. CEF Workers can request to be added as additional users and be able to host meetings to extend beyond the Basic Zoom account time limit (up to 45 minutes).
12. The Zoom url must NOT be used in any publicity/social media/website

#### **Pre-Event:**

1. Promote the event early and up to the start time, from one month to two weeks prior to the event start date.
2. Set your meeting duration carefully: A typical online event may be up to an hour in duration.
3. Ensure you are dressed appropriately
4. Ensure nothing visible in your background is unsuitable, inappropriate or at odds with the values of CEF or the church, if it is a Church related GNC/SDC/HBC

#### **Live-Events:**

1. Start early and start interacting. Always aim to have your session open at least 10 minutes prior to the start time to get yourself and your team prepared. Try adding some interaction early to motivate attendees to join promptly. Turn on your audio and video and start asking attendees questions or ask them to ask you questions.
2. Have at least one volunteer to help you. If you expect more than 20 people to join you, have a volunteer to assist you in subject matter or technical help.
3. Consider using dual monitors. It may be difficult to manage all aspects of an online meeting on a single monitor. With screen sharing as well you may find windows are always in your way while you present. With a second monitor, you can host the screen sharing on your primary display and move windows like your participants list, chat, Q&A, and polling to a secondary monitor which will give you a greater ability to track everything at a glance. If you don't have dual monitors, consider using a second laptop, making sure it is made a co-host and you can monitor additional features there.
4. For your session to be engaging and interactive, use the Zoom tools to your advantage. At the start of your event to show your attendees what tools you will use and set expectations.
5. Waste no time getting into your content
6. Avoid "death by PowerPoint" – visualize your content
7. Interact within the first few minutes: The beauty of an online meeting is that it is a synchronous experience for you and your audience. Treat it as you would an in- person presentation.
8. Encourage interaction with your attendees as interaction with them promotes engagement and sustains interest.
9. Cautiously consider when and if recording is appropriate. There are benefits to recording your sessions: reaching attendees who could not attend, providing an opportunity for you and your volunteers to review the content. Follow the Zoom GDPR policy advice about data collection and storage.
10. Use annotation to grab and direct attention: Zoom's annotation tools give options for drawing, highlighting, making lines and arrows, and even blocking out areas on your screen under the "draw" menu.
11. Manage your webcam view. Zoom lets you get face-to-face with your audience, which adds a high level of engagement opportunities for you as a host. Take advantage of this by optimizing your meeting space for video. Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face.
12. Make good eye contact. Look at your webcam instead of your screen, which will give the effect of eye contact and visual engagement. Use the gestures and mannerisms that you would typically use in person.
13. Leave attendees with a reminder of what to do next: What's the purpose of your event? Whether you are teaching, evangelising, praying, announcing future events or building your relationships with your community, you have a great opportunity with online events to ask your participants to take action.
14. Useful tips for Conferencing Etiquette: Mute yourself when not speaking; Be on time; Wear appropriate clothing

Abbreviated from: <https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources> Accessed 31/3/2020; <https://www.owllabs.com/blog/video-conferencing-etiquette> Accessed 1/4/20

Updated 30 September 2020, David Cook