

Reimagine: Life, Loss & Love

A Worldwide Virtual Festival During COVID-19

May 1 - July 9
(dates TBD thereafter)

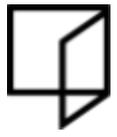
Tips & Tricks for Hosting Virtual Experiences
With a Zoom Deep Dive

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CREATING VIRTUAL EXPERIENCES

Conceptualizing Your Virtual Event: Considerations, Elements & Features

Step 1: Key Considerations

When preparing your event, you might begin by clarifying:

- **Your event objective(s):** Is your goal to teach about a topic? To provide an experience? To support connection among participants?
- **Content to share:** Examples could include a presentation, audio, a how-to demonstration, or a performance.
- **Desired interaction(s):** Will the event involve a single speaker, multiple speakers, Q&A, or interaction between participants?

Step 2: Elements of a Virtual Event

Most virtual events will incorporate the following elements, which you can consider when shaping the arc of your event:

- **Opening:** An opportunity to set participant expectations, introduce the technology being used
- **Sharing:** This could involve sharing of information, a talk, art, music, or knowledge, for example.
- **Connection:** Some sort of connection, which is supported by opportunities for attendees to interact and participate.
- **Closing:** Thanks, remarks and clarity around follow-up

Step 3: What features do you need?

The type of experience that you aim to create, as determined through Steps 1 and 2, will guide key considerations for your approach to technology. For example:

- Does your event involve a vocal performance? If so, give particular attention to your audio set up.
- Will participants directly share with each other? If so, use breakout groups.
- Will you present art, a video clip or slides? If so, use screen share.

Best Practices for Virtual Experiences

Simplify and shorten: This includes the number of people, the number and complexity of transitions, and the amount of time.

Prepare attendees in advance: Before the event and at the outset of the event, orient attendees to the technology and the overarching agenda.

Encourage interaction: Interaction supports engagement, helps maintain participants' attention, and cultivates meaningful experiences and connection.

Have a plan and back-up support in case you run into an issue: From dealing with an unstable internet connection to managing Zoom bombing, think through a Plan B. Consider enlisting a co-host who can step in if something goes awry.

Prepare

- Prepare main points, statements or goals for the experience
- Determine length of experience
- Practice and do a run through
- Have your technology set up and connected to a power source
- Turn off unnecessary sounds and notifications
- Review settings for the virtual platform (e.g. Zoom) to ensure they are set consistent with your needs
- Use a slide template

Engage the Audience

- Have an ice breaker welcome activity
- Try out interactive features like poll, Q&A, raising hand, breakout groups, chat box
- Don't be afraid to break out of sequence and engage the audience
- Know how to mute and unmute
- Invite people to share, whether verbally or in the chat box.

Range of Virtual Platforms

While the later sections of this guidance document focus on Zoom, a number of platforms support virtual experiences. The table below describes some platforms and their respective attributes.

Platform	Experience Type	Special Features
Zoom (Meeting)	Knowledge Sharing	Collaborative, screen sharing, multi participant functionality
Zoom (Webinar)	Broadcast	View only, registration,
Facebook Live	Livestreaming	Live Contributors, pinned comments, video permalinks + insights
Twitch	In real life streaming (music, podcasts, panels)	Direct messaging, unique chat rooms, social network functionality

ZOOM DEEP DIVE

This guidance document contains a great deal of information, so that you become familiar with the broad range of options available for your Reimagine event. However, a Zoom event needn't be complicated or make use of all of the features described below. To this end use the following symbols to help you distinguish between fundamental concepts and more advanced or customizable options:

 Fundamental  Advanced

This Zoom Deep Dive is structured in two segments: (i) Key considerations when preparing for your event; and (ii) Key considerations during the event itself.

Considerations Before the Event

Overview - Considerations before the event

- Type of experience will inform format
Confirm settings & consider security
- Prepare for screen share
- Prepare & test audio
- Set up interactive activities
- Communicate to attendees
- Assign key roles
- Experiment and practice!

Type of experience will inform format

The type of experience that you aim to create will guide key considerations for your approach to technology. For example:

- Does your event involve a vocal performance? If so, consider connecting an external microphone to your phone or computer.
- Is your event large or otherwise complicated? If so, ask someone to serve as technology manager for the event.
- Will participants verbally engage with each other? If so, use breakout groups.
- Will there be a featured speaker or performer? If so, use spotlight.

Confirm settings and consider security

Zoom's central settings can be found at zoom.us/profile/setting. Below is an overview of key settings for hosts to be aware of. If you are interested, we encourage you to later browse the settings page to further familiarize yourself with the range of possibilities within a Zoom event!

Please note that, unless otherwise stated, we are not recommending that you specifically toggle any of the following on or off -- that will depend on the format of your event. The screenshots below simply reflect the author's own settings, based on her meeting needs.

Key settings - located at zoom.us/profile/setting :

→ Mute participants upon entry

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Recommendation: Toggle on. Thus, participants will be automatically muted upon joining the Zoom event. If your event calls for attendee's verbal interaction, participants will be able to unmute themselves as needed.

→ Chat and private chat

Chat

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat 



Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Recommendation: Toggle on. This will enable Zoom's chat feature. You can disable chat as needed from within your Zoom meeting. Private chat enables one participant to directly message another, which supports community-building.

→ File transfer

File transfer

Hosts and participants can send files through the in-meeting chat. 



Recommendation: For security purposes, consider disabling file transfer, unless file transfer is explicitly needed for your event.

→ Co-host

Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



Recommendation: Toggle on. This will enable you to assign the role of co-host to your technology manager, moderator or co-presenter, which will allow them to help manage technology during the event. We recommend

assigning at least one co-host for your event, as this person could step in if something goes wrong during the event (e.g. your internet connection becomes unstable).

→ Polling

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 



Recommendation: Leave this on. You can toggle it off if you expect to never implement a poll during a Zoom event.

→ Screen sharing

Screen sharing

Allow host and participants to share their screen or content during meetings



Who can share?

Host Only All Participants 

Who can start sharing when someone else is sharing?

Host Only All Participants 

Recommendation: Strive to balance opportunities for engagement with event security. Your event vision and needs will determine how this should be set. Note that you can further manage screen sharing permissions from within the Zoom meeting.

→ Nonverbal feedback

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



Recommendation: This will depend on your event vision and needs. Toggle on to enable participants to share nonverbal feedback (e.g. a thumbs up icon) during your event.

→ Breakout room

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling 



Recommendation: Toggle this on; this does not mean that you *have* to use breakout rooms, but simply that you will have the option to do so.

→ Allow live streaming the meetings

Allow live streaming the meetings



- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure live streaming

Recommendation: Do you want to livestream your Zoom event to Facebook, YouTube, or elsewhere? If so, toggle on to enable you to activate a livestream from within your event.

→ Waiting room

The image shows two screenshots related to Zoom's waiting room feature. The left screenshot is the 'Waiting room' settings panel. It has a title 'Waiting room' and a toggle switch that is turned on. Below the title is a description: 'Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.' There are three radio button options: 'All participants', 'Guest participants only' (which is selected), and 'Allow internal participants to admit guests from the waiting room if the host is not present'. At the bottom of this panel are 'Save' and 'Cancel' buttons, and a link to 'Customize the title, logo, and description'. The right screenshot is an 'In-meeting view' showing a 'Participants (3)' list. Underneath, it says '1 person is waiting'. A participant named 'Lisa Williams' is listed with a profile icon 'LW'. Next to her name are two buttons: 'Admit' (highlighted with a red box) and 'Remove'.

In-meeting view

The [Waiting Room](#) feature is one of the best ways to maintain security while using Zoom for public events. The Waiting Room allows the host to control when a participant enters the event. As the Zoom host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests (i.e. participants who are not signed in). You can also customize the waiting room screen with your own logo, title and description. If the option is toggled on, you can then elect to use the waiting room feature within your Zoom meeting.

Security settings

We are in an era of Zoom bombing, which means that people join a Zoom event with the sole purpose of disrupting it via screenshare, audio, and chat messages. When shaping the format of your virtual event, it is critical to *balance opportunities for engagement with event security*. In addition to considering the security options

described below, we advise that you discuss with your team and decide ahead of time what your Plan B will be in the event of a disruption.

Scheduling controls - These settings are available in advance of the meeting.

- [Register participants](#): This level of control lets you know who is planning to attend your event and generates a registration link to share widely, as opposed to widely sharing the meeting link. Everyone who registers receives a meeting link after submitting their information, and you can customize the questions asked and the branding on the sign-up form. Asking for email addresses in a registration form also allows you to follow up with participants easily after the meeting.

How to: When scheduling a new meeting, check "Registration Required." Then circulate the registration link to invitees. Registering can take less than 30 seconds and this setting can be turned on after distributing the meeting ID; people will just be asked to register before allowing them to join the meeting.

- [Use the Waiting Room](#): One of the best ways to use Zoom for public events is to enable the [Waiting Room](#) feature. As mentioned earlier (in the section on settings), the Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them. It's like the velvet rope outside a nightclub, with you as the bouncer carefully monitoring who gets let in. Meeting hosts can customize Waiting Room settings for additional control, and you can even [personalize the message](#) people see when they hit the Waiting Room so they know they're in the right spot. This message is a great spot to post any rules or guidelines for your event.

How to: Go to your settings (at zoom.us/profile/setting), under "In-Meeting (Advanced)," and toggle on "Waiting room."

- [Convert your meeting to a webinar](#) : If you are hosting a public meeting with very minimal attendee participation, consider converting it to a webinar for the increased security control. Attendees are only able to speak if the host allows them to speak, and they are not on video. Only hosts and panelists can share their screens, and chats are automatically directed to hosts and panelists only. There are some limitations to a webinar, so read more about the comparison [here](#).

In-meeting controls - These controls are available within the Zoom meeting, while the event is underway.

- [Remove unwanted or disruptive participants](#) 
How to: As host or co-host, from the Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to eject someone from the meeting. In advance of

the event, you can toggle your web-based setting such that removed participants cannot rejoin.

- [Put a participant on hold:](#) You can put someone on hold, and the attendee's video and audio connections will be disabled momentarily.
 - *How to:* As host or co-host, click on someone's name in the Participants menu and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.
- [Disable video:](#) Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
 - *How to:* As a host or co-host, from the Participant's menu, mouse over a participant's name and several options will appear, including "Stop Video."
- [Mute participants:](#) Hosts can mute/unmute individual participants or all participants at once. Hosts can use this to halt unwanted, distracting, or inappropriate noise. You can also enable Mute Upon Entry in your settings (as recommended in the Settings section, above) to keep the clamor at bay in large meetings.
 - *How to:* As a host or co-host, from the Participant's menu, you can mouse over a participant's name and several options will appear, including "Mute."
- [Turn off file transfer:](#) In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
 - *How to:* Toggle this option off via the web settings, as described in the section above.
- [Turn off annotation:](#) You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
 - *How to:* Toggle annotation off via your web settings. If you plan to use Zoom Whiteboard in a meeting, you must ensure that this setting is toggled on.
- [Disable private chat:](#) Zoom has in-meeting chat for everyone or participants can message each other privately. You can restrict participants' ability to chat to cut back on distractions or to prevent anyone from sending inappropriate messages during the meeting.
 - *How to:* As the host, in the chat pane, click on the 3-dot, "ellipses" button and select "Participants can chat with: Host only."

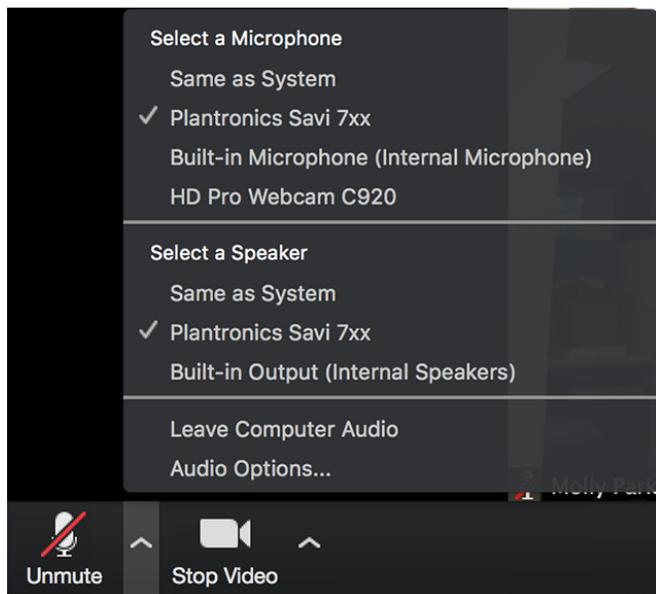
Prepare for screen share

The next step in preparing for your event is to consider your screen sharing and audio sharing needs. This includes step-by-step consideration of what will be shared (slides, video clip, window of a computer application, audio clip?) and who will share it. Check your Zoom settings to ensure that others have screen share permission.

Prepare and test audio

If you have a reliable phone connection, we strongly recommend joining audio by phone to minimize audio lag. If audio quality is important for an experience, consider connecting an external microphone to your phone or computer. You can test your speaker and microphone before joining a meeting (if you haven't enabled the [setting to automatically join by computer audio](#)).

You can **manage your audio input source** from within the Zoom event, by clicking the ^ button on the left-most side of the host control bar (beside the mute/unmute button):



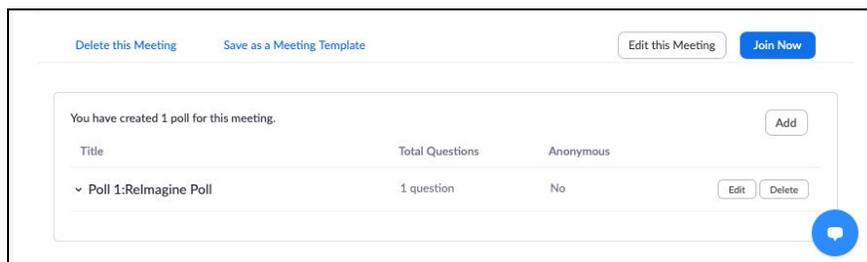
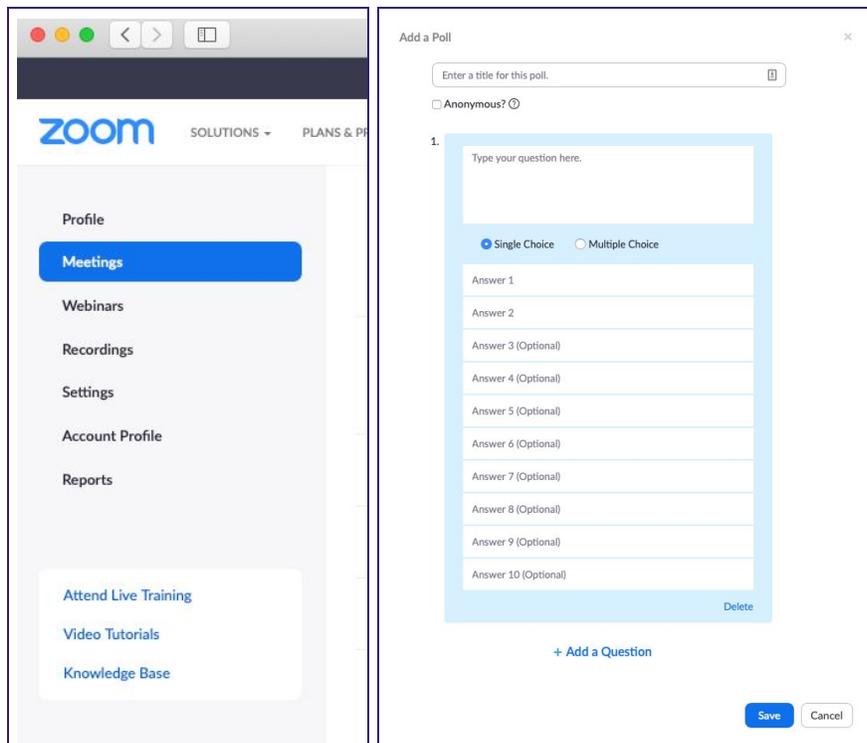
Set up polls (if needed)

The [polling feature](#) allows you to create single choice or multiple choice polling questions for your event. We recommend preparing your poll in advance of the event so that it is ready to launch during your meeting. You can create a max of 25 polls for a single meeting.

To create a poll:

1. Go to the [Meetings](#) page and click on your scheduled meeting.
2. From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll. Enter a title and your first question.
3. Type in the range of answers to your question and click Save at the bottom.

4. If you would like to add a new question, click Add a Question to create a new question for that particular poll.
5. You can add more polls by repeating Step 2.



Communicate to attendees

What do you need to communicate to attendees in advance of your event and/or at the start of your event? Consider sharing a message that includes expectations and suggestions for virtual participation, as well as clear instructions on how to join the Zoom event.

Below is a sample “Checklist for Virtual Participation,” which you could adapt to your own context:

 **If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video).** You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

- ❑ **Please mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, etc.
- ❑ **Please check that your video camera is on.** We encourage that you also join us via video. Seeing each other's faces makes for a more engaging experience.
- ❑ **Rename yourself after logging into Zoom.** We do not plan to go around the virtual table introducing everyone. Instead, we ask you that you please rename yourself by hovering over your name in the "Participants" tab. Please change your name to be First name, Last Name, Location, so we can identify and engage each other better. Ex. "Julia Rose, Oakland, CA"
- ❑ **Bring a learning mindset** as we try out new technology to maximize engagement in this online setting! Thank you!

Assign key roles

In advance of the event, consider assigning the following roles and tasks; importantly, ensure that anyone in a key role is designated a [co-host](#).

Technology Manager

Role: Support security and seamless event flow.

- Mute and unmute attendees as needed
- Manage screen share
- Quickly respond to tech support issues or security incidents
- Administer polls or breakout groups
- Manage waiting room

Moderator

- Provide welcome & event overview
- Introduce the technology
- Respond to chat messages

Presenters

- Deliver content

Note: You do not necessarily need three different individuals to serve these roles. Depending on the size and complexity of the event, the Technology Manager or Presenter can *also* serve as Moderator; for a very simple event - and depending on your comfort level - one person could even manage all of these tasks.

Experiment and practice!

Practice is fundamental for a smooth event. Conduct one or more practice sessions to test your technology, ensure that the correct settings are implemented, identify any gaps, and familiarize yourself with the run-of-show. Practice creates the opportunity for creativity and experimentation.

During the Event - *Presentation*

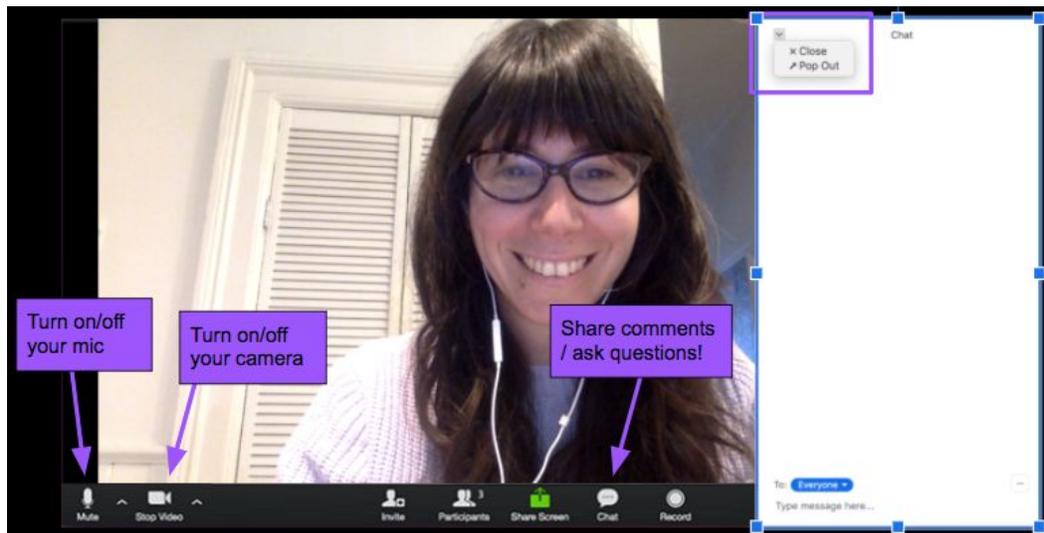
Overview - Presentation

- Orient attendees
- Host control bar
- Mute/unmute attendees
- Spotlight a participant
- Screen sharing and audio sharing
- Security
- Stream Zoom to Facebook Live

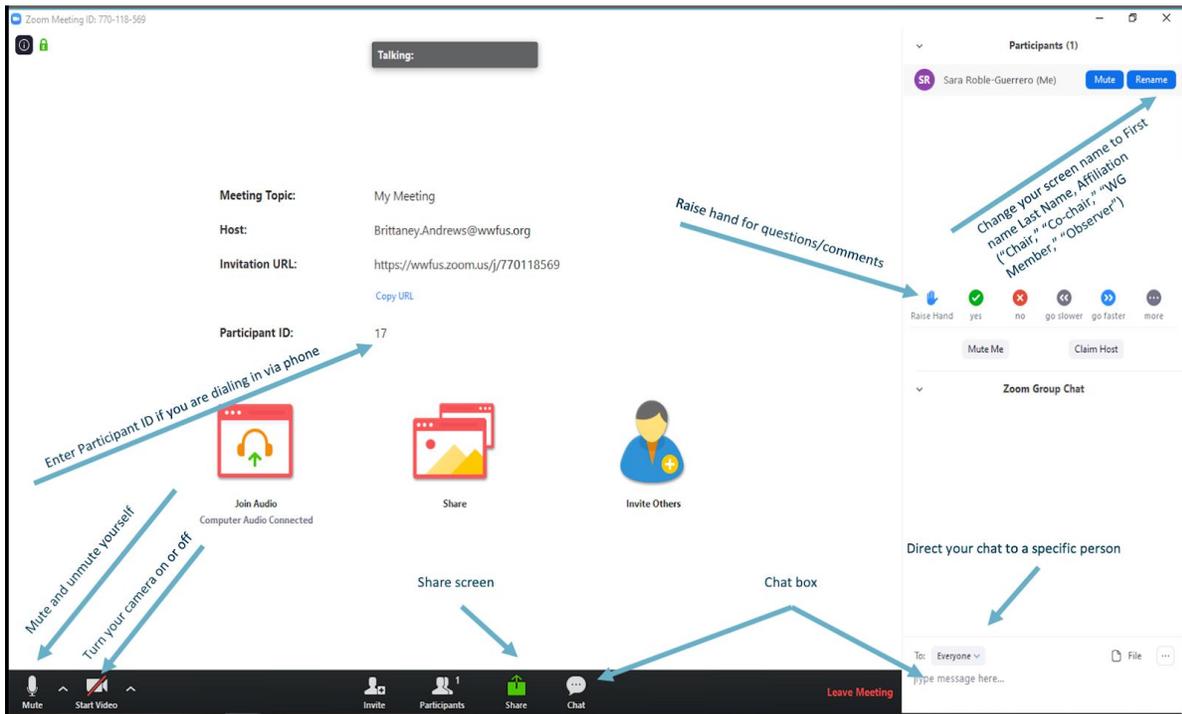
Orient attendees

We recommend taking time at the start of the event to provide attendees with an introduction to the technology in use. Script a short demonstration to walk your attendees through the platform. Consider sharing a slide that provides an overview of attendee controls, based on the type of engagement that your event will call for. Below are two sample slides; the first reflects very simple attendee engagement and the second instructs participants in more complex engagement.

Simple slide introducing attendee controls:

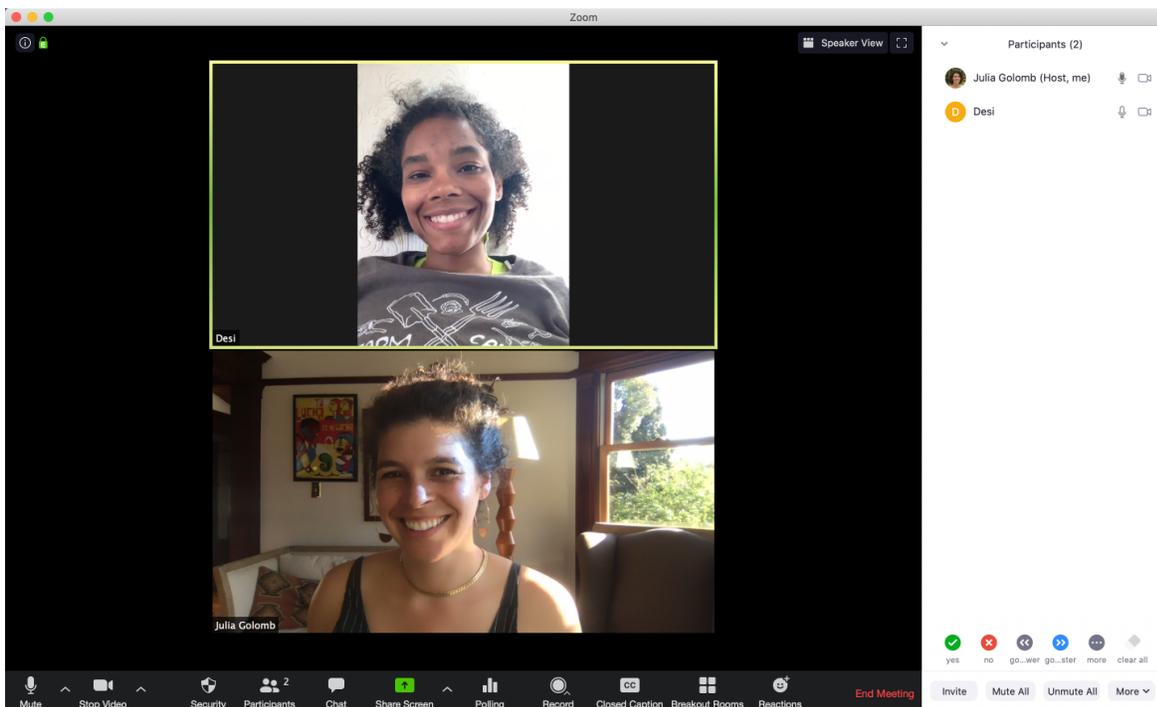


More detailed slide introducing attendee controls:



Additionally, provide an agenda overview to set attendees' expectations for the flow of the event and the type of participant engagement.

Host control bar



Familiarize yourself with the [host control bar](#) at the bottom of the Zoom meeting window. The host control bar is quite similar to the participant control bar, but with more features, including screen share, security, record, and breakout rooms.

From left to right, host controls include:

- **Mute/Unmute:** This allows you to mute or unmute your microphone.

- Audio controls (click ^ next to Mute/Unmute): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, join by phone, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click ^ next to Start/Stop Video): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Security:** Access [in-meeting security options](#).
- **Manage Participants:** Opens the window to [manage participants](#) and [invite others to join the meeting](#).
- **Polling:** Allows you to create, edit, and launch your [polls](#). We recommend creating your polls in advance, as the options to create or launch polls will open up the Zoom web portal in your default browser.
- **Share Screen:** Start [sharing your screen](#). You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
 - Screen Share controls (click ^ next to Share Screen): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

Only Host All Participants

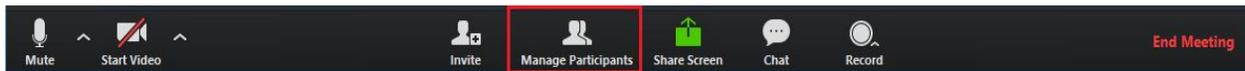
Who can start sharing when someone else is sharing?

Only Host All Participants

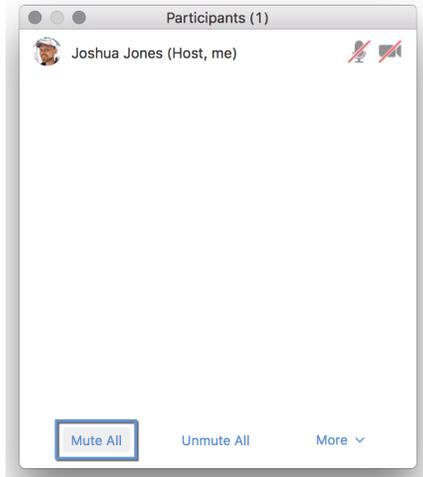
- **Chat:** Access the chat window to [chat with the participants](#).
- **Record:** Start or stop a [cloud](#) or [local](#) recording.
- **Closed Caption** (only available to the host): If you have enabled [closed captioning](#) for your account, click here to access the closed caption options.
- **Breakout Rooms** (only available to the host, not to co-hosts): Start [breakout rooms](#).
- **More:** Clicking on More will give you access to additional options.
 - Live on Workplace by Facebook: Broadcast your meeting live on [Workplace by Facebook](#).
 - Live on Custom Live Streaming Service: Broadcast your meeting live on a [custom streaming platform](#).
- **End** (only available to the host): Display the following two options.
 - End Meeting for All: End the meeting for yourself and all participants.
 - Leave Meeting: Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

Mute/unmute attendees

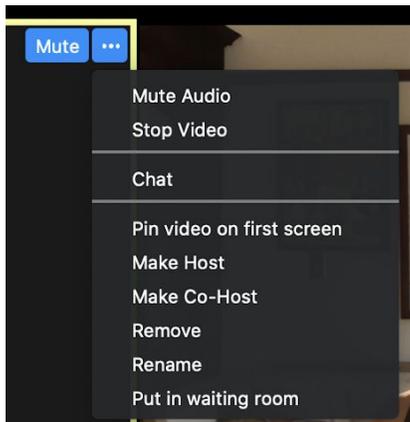
As host, you are able to mute or unmute participants.



- To mute *all* participants, begin by opening the Participants window (click Manage Participants button on the host control bar). Click Mute All at the bottom of the participants window. A confirmation window will pop up, with a box that you can check to allow participants to unmute themselves; or uncheck if you want all participants to remain muted.



- To mute an *individual*, click on that person's name in the participant window, or click ... on the upper right corner of the participant's video thumbnail. From the menu, select Mute Audio.



Spotlight a presenter

Spotlight video puts a participant as the primary active speaker for all participants. All participants will only see this speaker as the active speaker. This feature is often used to spotlight a keynote speaker.

To spotlight a video:

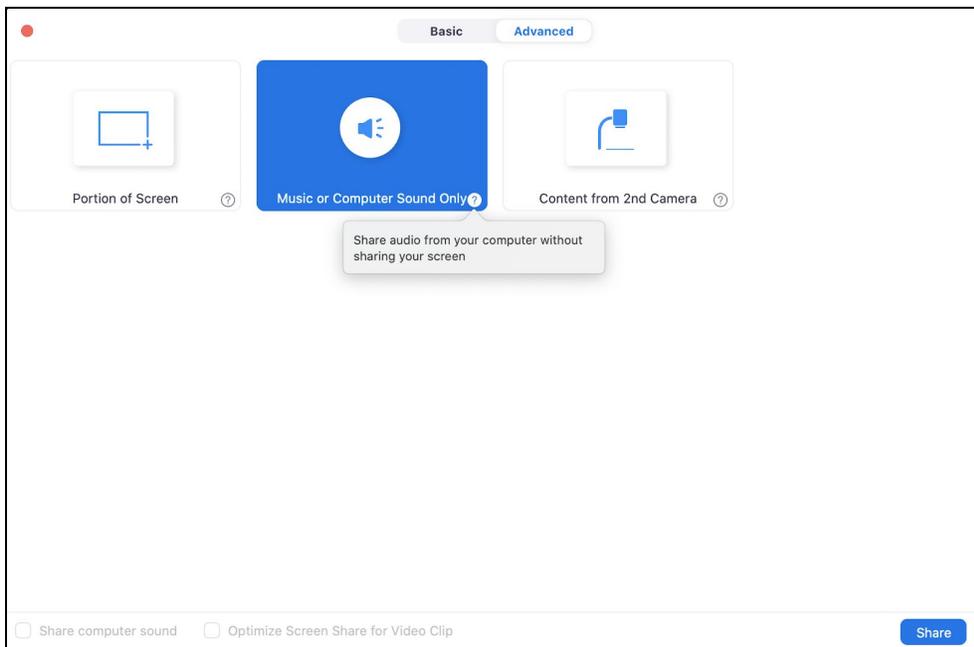
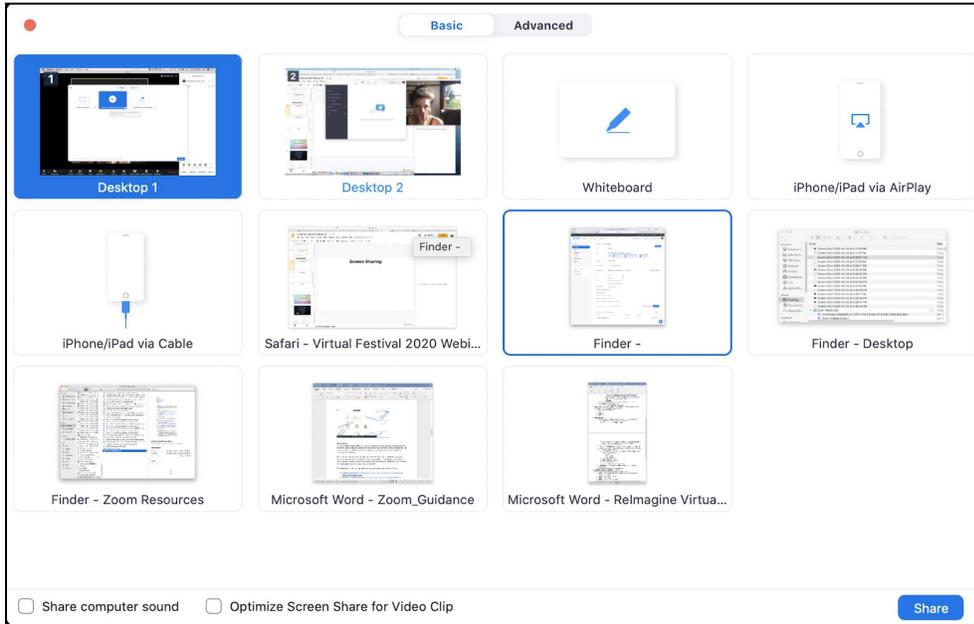
- At the top of your screen, hover over the video of the participant you want to spotlight and click ...
- From the menu, choose Spotlight Video.

To Cancel a Spotlight:

- Click Cancel the Spotlight Video in the upper-left corner.

Screen or audio sharing

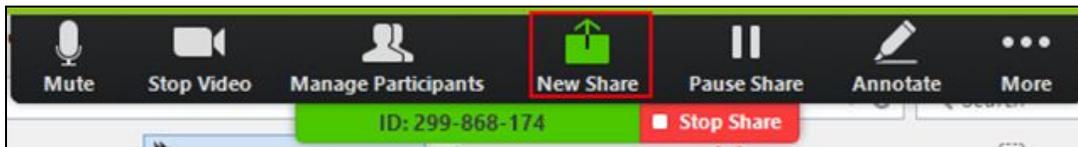
Zoom's screen sharing feature enables you to share your entire computer desktop, a single open window (i.e. a webpage or a Word document), a whiteboard, or the screen of your iPhone or iPad. Note that if you share your full desktop (rather than select a specific window), any non-Zoom notifications that come across your computer screen will appear in the screenshare. For simplicity, we recommend sharing a specific window whenever possible, rather than your full desktop.



To screen share or audio:

- Click the green Share Screen button in the center of your host control bar.
- You will be prompted to select the desktop, a specific window, application, or iPhone/iPad app to share. You can also choose a [whiteboard](#). This window has a second tab, labeled "Advanced", which contains the option to share a selected portion of your screen or music or computer sound only.

- The bottom of this window - in both the Basic and Advanced tab - contains two options with checkboxes:
 - Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
 - Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
- Click Share.
- Zoom will automatically switch to full screen. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key. (To disable automatic full screen when viewing a shared screen, disable this option in your [Zoom settings](#): “Enter full screen automatically when a participant shares screen.”)
- When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.
- Selecting the green New Share button will prompt you to start a new screen share. The red Stop Share button will end the screen sharing.

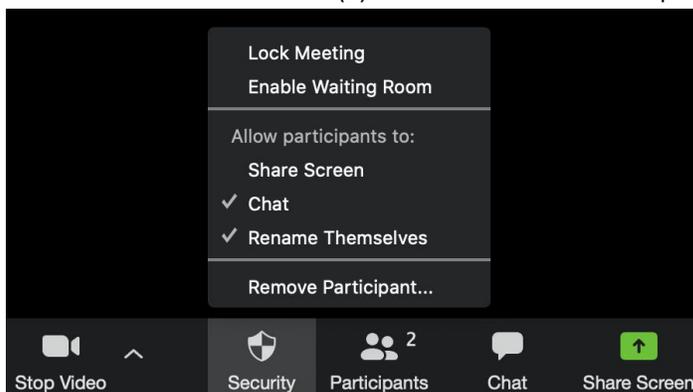


Security

The Security icon in the host control bar allows the host or co-host of a meeting to enable or disable options during a meeting to secure the meeting and minimize disruption. Most of the settings can be controlled from Account, Group, and User settings prior to the meeting. If applied at the Account, Group, or User level, these settings will be applied in meeting by default. However, the Security icon combines them all in one place for easy access during the meeting.

If a security incident occurs (aka Zoom bombing):

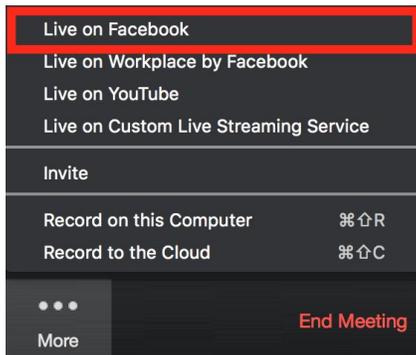
- Respond via the security button in the host toolbar
- Option to deactivate chat
- Remove the hacker(s) via “Remove Participant”



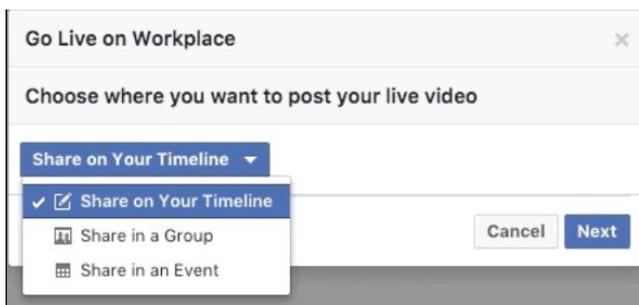
Stream Zoom to Facebook Live 📌

You have the option to direct stream your Zoom event to Facebook, for broader viewership. To do so:

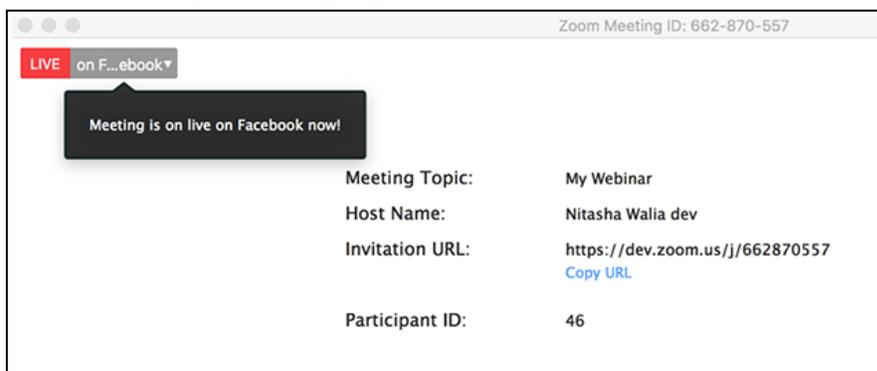
- In the host control bar, click More and select Live on Facebook.



- Your default browser will open and you will be prompted to log into Facebook if you aren't already logged in.
- Choose where on Facebook you would like to Go Live.



- Click Next. (Note: If you are not able to start the live stream, clear your browser's cache and cookies, then try again.)
- When you are ready to start the broadcast on Facebook, click Go Live.
- Wait for the notification from the Zoom client that your event is Live on Facebook, then begin your event.



During the Event - *Facilitating Interaction*

Overview - Facilitating interaction

- Breakout rooms
- Polling
- Chat

Breakout rooms

[Breakout rooms](#) are sessions that are split off from the main Zoom meeting. They allow the participants to meet in (up to 50) smaller groups. The event host can choose to split attendees into these separate sessions automatically or manually, and can switch between sessions at any time. Make sure to [enable breakout rooms](#) via Zoom settings in advance of the event. [Breakout room participants](#) have full audio, video, and screen share capabilities.

Only participants who join via the desktop app or phone can participate in breakout rooms; those who join via web browser cannot. However, the main room can serve as its own breakout room for those who are unable to join a breakout room.

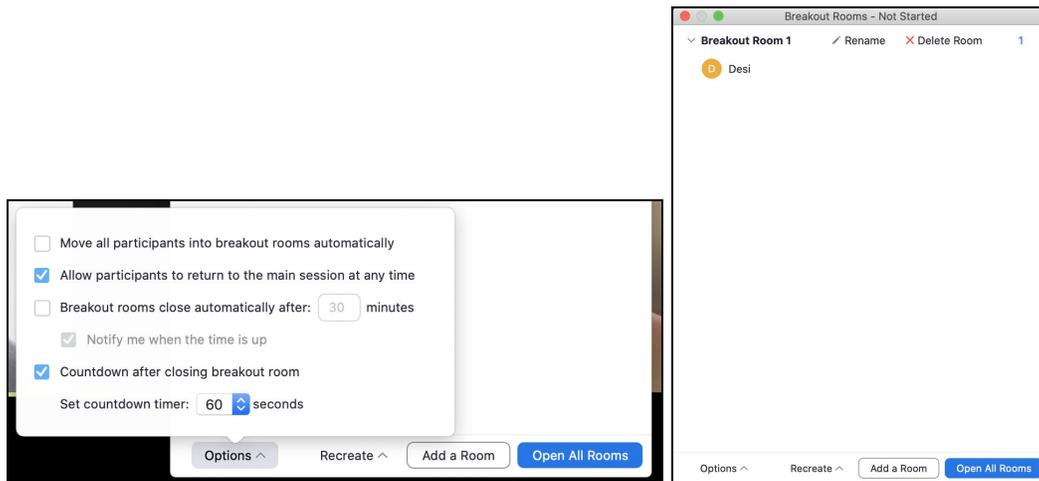
To create breakout rooms:

- Click breakout rooms in the host control bar.
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - Automatically: Let Zoom split your participants up evenly into each of the rooms.
 - Manually: Choose which participants you would like in each room.
- Click Create Breakout Rooms
- Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

- After creating the breakout rooms, click Options to view additional breakout rooms options.
- Check any options that you would like to use for your breakout rooms.
 - Move all participants into breakout rooms automatically: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
 - Allow participants to return to the main session at any time: If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
 - Breakout rooms close automatically after x minutes: If this option is checked, the breakout rooms will automatically end after the configured time.
 - Notify me when the time is up: If this option is checked, the host will be notified when the breakout room time is up.

- Countdown after closing breakout rooms: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
- Follow the steps below to assign participants to rooms or **click Open All Rooms to start the breakout rooms**. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see a message when joining the breakout room.



Assigning participants to rooms

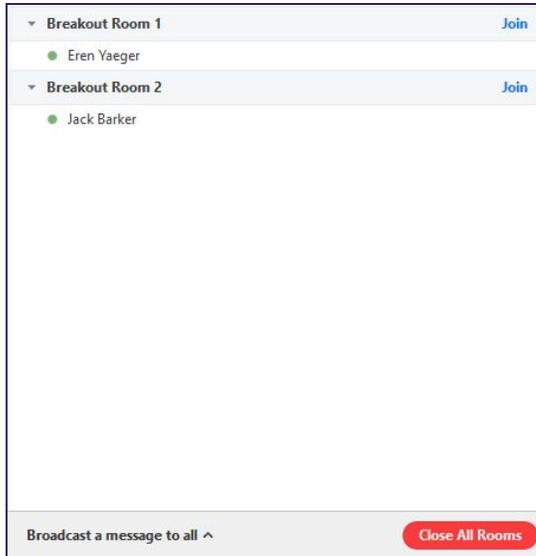
- To assign participants to your rooms, select Assign next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.
- Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.
- After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.
 - Move to (participant): Select a room to move the participant to.
 - Exchange (participant): Select a participant in another room to swap the selected participant with.
 - Delete Room: Delete the selected room.
 - Recreate: Deletes existing breakout rooms and creates new ones.
 - Add a Room: Add another breakout room.

Managing breakout rooms in progress

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name.

- Join: Join the breakout room.
- Leave: Leave the room and return to the main meeting (only shows when in a breakout room).

- **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

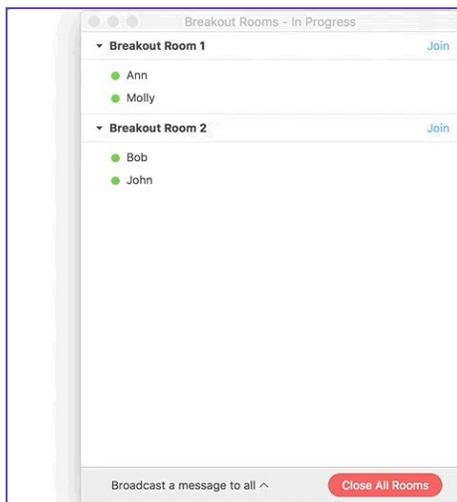


Responding to requests for help: Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help.

Broadcasting a message to all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants. To do so:

- Click breakout rooms in the meeting controls.
- Click Broadcast a message to all, enter your message and click Broadcast.
- The message will now appear for all participants in Breakout Rooms.



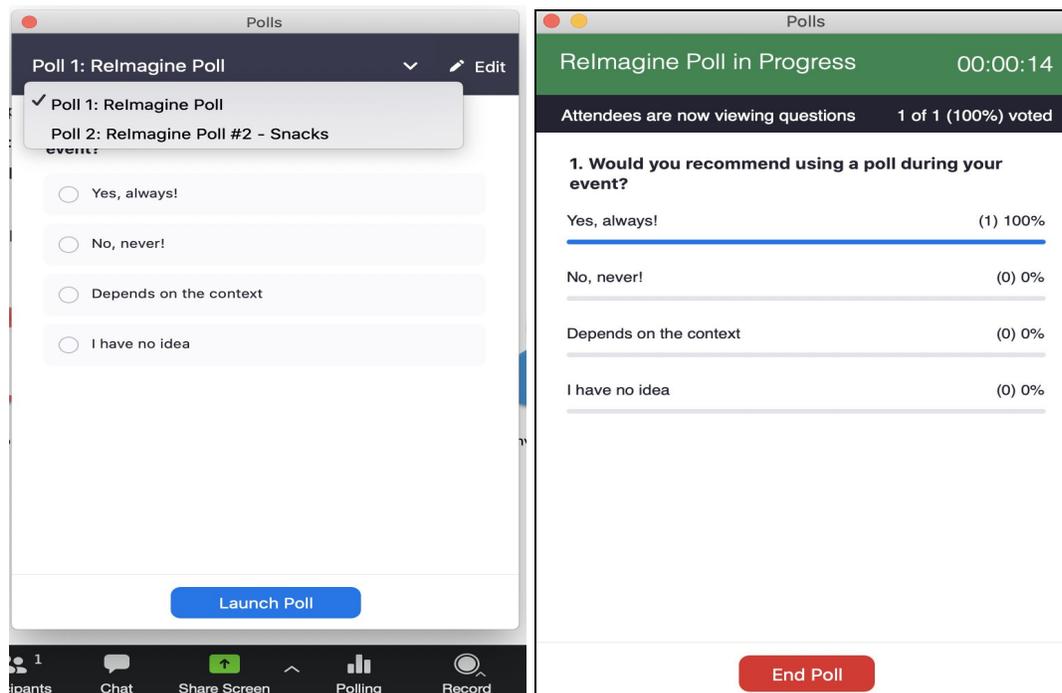
From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

A note on recording: If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being

used, it will record the room the participant who is recording is in. Multiple participants can record locally.

Polling

[Polls](#) offer fun, quick and easy interaction and participant engagement!



To launch a Poll

- In advance of the event, ensure that polling is enabled via your Zoom settings. We recommend setting up your poll in advance of the event (as described earlier in this document).
- During the event, select the Polling option in the host control bar.
- Select the poll you would like to launch.
- Click Launch Poll.
- The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
- Once you would like to stop the poll, click End Poll.
- If you would like to share the results to the participants in the meeting, click Share Results. Participants will then see the poll results.
- You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the users as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

Chat

Chat is an excellent tool to support participant interaction. You can use the chat to take attendee questions for a Q&A or as a space for attendees to share a piece of information about themselves (what they ate for breakfast; their geographic location; two words to describe how they're feeling in the present moment). Get

participants warmed up and quickly engaged by posing an icebreaker question and asking them to respond in the chat box. Note that the chat window can fill up quickly when numerous participants engage via chat.

ADDITIONAL RESOURCES

[The Reimagine NYC Collaborator Google Sheet for Event Ideas, Needs, and Offerings](#)

[CMX's Comprehensive List of Tips, Tools, and Examples for Event Organizers During the Coronavirus Outbreak](#) (Section 3 has details about the platform options.)

[Virtual Event News](#)

[Sacred Design Lab's Principles for Online Ritual Design](#)

[Standards of Compensation to Be Paid to Artists](#)

[Artist Relief Fund](#) is an emergency initiative that will be running through September, 2020, offering \$5k grants to artists who have been impacted by Covid-19 . Deadline is April 23, 2020.

[How to Be Together Apart In the Time of Coronavirus](#), Priya Parker, author of [The Art of Gathering: How We Meet and Why It Matters](#)

[B'nai Jeshurun's Guide to Using Zoom](#)

[Ditching Zoom?](#) Here are 10 Video Chatting apps you can use instead, *Time Magazine*