

## Technology for Online Meetings

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- Pin timer

Online meetings are a skill that it is becoming increasingly important to have in your repertoire. 2020 will allow us to perfect this skill, whilst also connecting with others and having fun.

To join the online meeting click the zoom.us link in the email or agenda 10-15 minutes before the meeting starts. The software we are using is Zoom. You do not need to prepare your PC in any way.

A few tips:

- Use headphones if you have them. They will allow you to hear better and will stop you disturbing others.
- When in the meeting "mute" yourself through the icon on the bottom left of the screen if you are not speaking. The background noise from lots of members makes it difficult to hear the person speaking



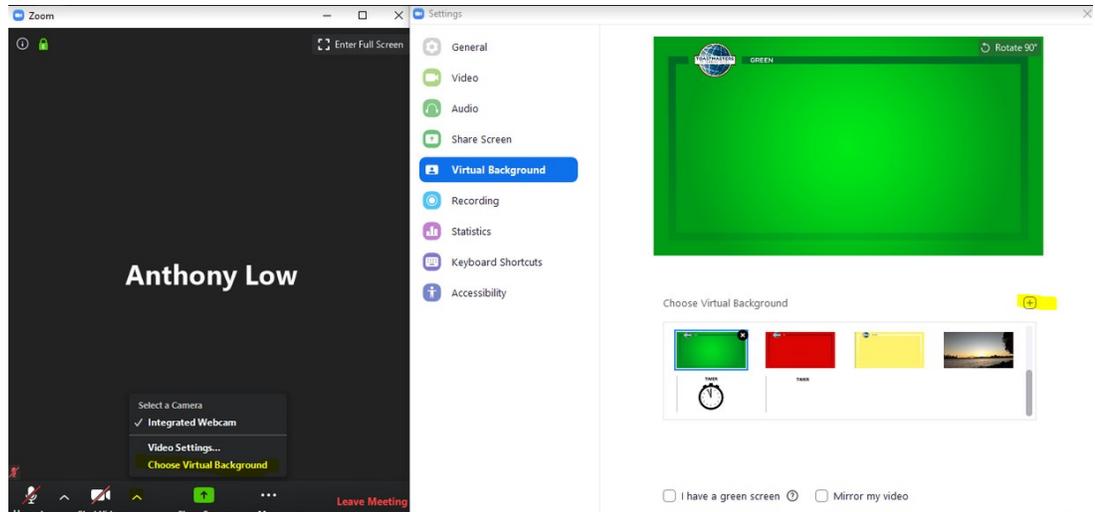
- If you cannot hear a speaker, put your hand next to your ear to signal o them.

However, the chair, or the toastmaster will individually guide you on the protocol for their part of the session.

For the timer, you could use these images as "[Virtual Backgrounds](#)" in the Desktop version of Zoom.

Steps:

- Download them to your laptop and add them to your Zoom virtual background library
- Click "Choose Virtual Background" > click on [+] icon (see Zoom screenshot below)



- On my laptop I can close (or tape over) the camera so you don't see me in front of the background

(When you are presenting during the meeting, don't forget to "Pin" the timer's video, so you can see the timer while you speak!)

(Note: seems like the Zoom Android App does NOT allow adding a virtual background)

Print a black and white diagram to hold up as timer indicators

For speakers to track time,

- When using a computer:
  - When you are the speaker, click the top right corner gallery/speaker view until you see lots of pictures.
  - Hover over timer and the top right corner and click pin video.
  - That means timer's cards/screen will show, so you will know that its green/yellow/red.
  - Some timers may type G or A or R in the chat (if you want this, ask before meeting starts)
  - Listen for the buzzer or timer's sound that you are over time.
  - After you finish speaking, hover over timer video and on top left corner, click unpin video

If you prefer to see yourself (speaker view) (or a sea of faces (gallery view)) or you are doing a screenshare, press the left or right arrow on the top where the row of faces are, until the timer square is at least on your screen.

Here's a little video from a member of Early Bird Toastmasters:

<https://youtu.be/78fn4r6fhns>

- When using a tablet/mobile:
  - When you are the speaker, swipe until you see lots of pictures.
  - Hover over timer and double tap until it says the person is pinned.
  - That means timer's cards/screen will show, so you will know that its green/yellow/red.
  - Some timers may type G or A or R in the chat (if you want this, ask before meeting starts)
  - Listen for the buzzer or timer's sound that you are over time.
  - After you finish speaking, hover over timer video and double tap again

If you prefer to see yourself (speaker view) (or a sea of faces (gallery view)) or you are doing a screenshare, press the left or right arrow on the top where the row of faces are, until the timer square is at least on your screen.

Other Resources:

<https://www.d90toastmasters.org.au/onlinemeetingresources.html>

<https://coachcaroleonline.com/create-online-meeting-roles/>

[http://www.toastmasters101.net/moving-my-toastmasters-meeting-online/?fbclid=IwAR3HYRAxvU2Fe\\_N56p1f96wWQ7a\\_bTSE2rIDd0imeRATOdwza8l\\_9L4\\_OYs](http://www.toastmasters101.net/moving-my-toastmasters-meeting-online/?fbclid=IwAR3HYRAxvU2Fe_N56p1f96wWQ7a_bTSE2rIDd0imeRATOdwza8l_9L4_OYs)

<https://www.facebook.com/groups/ToastmastersInternationalMembers/permalink/10157382017743542/>

[https://www.toastmasters.org/magazine/magazine-issues/2020/apr/optimize-the-performance-of-your-videoconferences?fbclid=IwAR0UpWOWykmumb-oNuBBukut\\_9NsJ8CmAoaWbxvHdAi4IB2DKwtrUZwQho](https://www.toastmasters.org/magazine/magazine-issues/2020/apr/optimize-the-performance-of-your-videoconferences?fbclid=IwAR0UpWOWykmumb-oNuBBukut_9NsJ8CmAoaWbxvHdAi4IB2DKwtrUZwQho)

**Online Meeting Note:** There are opportunities to prepare and share visual and audio aids for any role e.g. introductions, report spreadsheets and graphs.

**Related Pathways Note:** More information or ideas on Level 3 projects - Using Presentation Software, Creating Effective Visual Aids and Understanding Vocal Variety.