



Law School Computing Services User Memo

Planning a Law School Online Event Using Zoom

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Online events can be very successful. However, to make sure an event is successful and secure takes a fair amount of advance planning and an understanding of how the tools used to hold an online event work.

This document is necessarily long and will attempt to provide some of the more important details about the planning required in advance of an event, Zoom features to understand before holding an online event, configuration options to consider for Zoom and the planning and best practices to make an online event successful and secure.

Just like with an on ground event, the Law School does not have an event planning team and anyone who wants to host an event must plan and coordinate the details of that event. We hope this document will help you in understanding your options for doing an online event using Zoom so you can plan and configure your Zoom meeting in a way that works best for your event and reflects well on your program, our Law School, and the University.

This document is meant to be a guide and provide some best practices you can follow if you choose to do so. However, ultimately it is up to the person or group that wants to host an online event to decide for their individual event how they want it to be set up.

Law Media Services (LMS) will be available in advance of your event to schedule a meeting to answer questions about the Zoom options available and to recommend which options or practices you may want to use for your particular event. However, LMS will only be making recommendations and it is up to the host or the group hosting the event to make the final decisions about how they want their event to be configured. LMS will not be available to create or configure the Zoom meeting for an event or to run the Zoom meeting during an event. The host of the event or someone from the group hosting the event must do that.

Zoom Features to Understand when Holding an Online Event

The Zoom system has Meeting licenses and Webinar licenses. All staff and faculty at Loyola have a Zoom account with a Meeting license as part of Loyola's Zoom account.

Throughout this document you will see the terms "Webinar" and "Meeting Configured like a Webinar" used. These will refer to or compare how an online event could function if you use an actual Zoom Webinar license to hold your online event or how your online event could function if you use a regular Zoom Meeting licenses to hold your online event by configuring the Zoom Meeting license settings to be as similar to what can be done with the Webinar license.

The Meeting license is what most people who have used Zoom would be familiar with. It is meant for general meetings or training sessions with groups of people in many cases in sizes of less than 100. However, Meeting licenses can be as large as 1000. Currently all Loyola staff and faculty have a Zoom Meeting license that allows for up to 300 people in a meeting.

A Zoom Webinar license is an add on license to Zoom accounts and has very similar features to a Meeting license. The Webinar license is designed to handle larger events like town hall meetings and can have up to 10,000 participants depending on the size of license that is purchased. The Webinar license has a few features the Meeting license does not have to help manage the larger number of participants and types of events the license is meant to be used for.

Loyola currently has a small number of Webinar licenses that can have 500 or 1000 participants. Staff and faculty can request to use one of these Webinar licenses if they are required for an event. However, in many cases the Zoom Meeting license that all staff and faculty at Loyola have can accommodate an online event if it is configured to do so.

The settings of a Meeting license can be configured to provide almost the identical capabilities the Webinar license provides for larger events with a few exceptions. Determine what features are important to the type of event you are wanting to hold. Decide if the Meeting license everyone at Loyola already has will work for the event or will a request to use a Webinar license be needed because the few differences that the Webinar license provides are required for your event.

The Webinar license may not always be an option for your online event. The size of your event and if one of the Webinar licenses Loyola has are available on the day of your event may make it necessary to use the regular Zoom Meeting license that everyone at Loyola has access to for your event.

The next section in this document will go into more detail about what the feature differences are between a Zoom Meeting license and a Webinar license.

Feature Comparison between a Zoom Meeting license and Webinar license

Types of Roles

Meeting licenses have the following Roles:

Host – Only one person can be the Host and the Host can control all aspects of the Meeting.

Co-Host – You can have as many as you want, but they cannot be assigned ahead of the meeting. Only the Host can elevate someone in a meeting to be a Co-Host during the meeting. A Co-Host can do everything a host can do except the following:

- Start closed captioning and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)
- Co-hosts cannot start a meeting.

Participant – Participants are full participants in a regular Zoom meeting. If access is not restricted by the host, a Participant can view and send video, screen share, annotate, etc. As you will see in the next section a participant in a meeting is very similar to a Panelist in a webinar.

Webinars licenses have the following Roles:

A Webinar has a Host and Co-Host role and they are the same as those same roles in a Meeting. Webinars do not have the Participant Role that a Meeting has, however a Webinar has the following additional Roles.

Panelist – Panelists are full participants in the webinar, very similar to what a participant is for a regular Zoom meeting. If access is not restricted by the host, a Panelist can view and send video, screen share, annotate, etc.

Attendee - Are view-only participants, they cannot be seen or heard, they come into a meeting with audio and video muted. They cannot unmute their own audio or video themselves. If the host chooses, an attendee's audio can be unmuted by the host. If allowed by the host an attendee can ask a question in the Q&A tool, or use any chat feature the host chooses to include, or to raise their hand in the participant list tool.

Audio

Webinar:

In a webinar only the host and the panelists can mute \ unmute their own audio. Attendees join in listen only mode and cannot unmute their own audio. However, a host can unmute one or more Attendees if they choose.

Meetings Configured like a Webinar:

In a meeting all participants can mute / unmute their own audio. Hosts can mute participants during a meeting. A meeting can be setup so all participants join the meeting with audio muted. Once a meeting is started the host can turn on a setting that prevents participants from unmuting their own audio.

Important Note: *The setting to prevent all participants from unmuting their own audio can only be set once the meeting has been started. You will want to turn this setting on before participants join the meeting.*

Video

Webinar:

In a webinar only Hosts, Co-Hosts and Panelists can unmute their own video. Attendees have video muted when they join the webinar and during a webinar unless the Host unmutes their video.

Meetings configured like a Webinar:

In a meeting Hosts, Co-Hosts and Participants can mute and unmute their own video. When setting up a meeting the host can turn on a setting that sets participants video to muted when they join the meeting. However, there is no control to prevent a participant from unmuting their video once they are in the meeting.

Important Note: *Using a meeting configured like a webinar, an administrative solution such as telling all the participants to please not unmute their video would need to be done. The Host or Co-Host could mute a participant's video again if they turn on their video, but cannot prevent a participant from unmuting their video again. When participant video is muted, a screen tile will still be visible for each participant, they will be blank boxes with the participants names showing.*

List of Who is in the Meeting

Webinar:

In a webinar only the Host, Co-Hosts and Panelists will see a list of the names of the people that have joined the webinar. The Attendees cannot see the names of the people who have joined the webinar.

Meetings configured like a Webinar:

In a meeting the Host, Co-Hosts and all Participants can see the list of names of the people that have joined the meeting. There is no way to prevent the participants from seeing the list of everyone that has joined the meeting.

Important Note: *Having everyone in the meeting be able to see the names of the people attending may or may not matter to the Host of the meeting. However, it is important to note that in a Meeting there is nothing that can be done to prevent this.*

Registration

Webinar:

A registration system can be configured. The Host can determine if they want people who register for the webinar to be automatically approved and sent the webinar joining information or if the Host of the meeting chooses they can review and manually approve each person that will get the webinar joining information.

Meetings configured like a Webinar:

A meeting has most of the same registration features as a webinar. A webinar has a few additional customization settings that a meeting registration does not have. Features like setting reminder emails to be sent.

In Meeting Chat and Q&A

Webinar:

Webinars can use the in-meeting chat function if they choose to and the host has controls over the chat function and can disable it. Webinars also have a Q&A function, the host has control over the Q&A function and can disable it. If allowed by the host an attendee can ask a question in the Q&A tool, or use any chat feature the host chooses to include, or to raise their hand in the participant list tool.

Meetings configured like a Webinar:

A meeting has the same in meeting chat function as the webinar with the same host controls. Meetings do not have the Q&A function that the webinar has.

Practice Session

Webinar:

A webinar has an option for the Host, Co-Hosts and Panelists to do a practice session using the actual webinar setup, however with Loyola's Webinar setup this is normally only available to you on the day of the event to practice about 30 to 60 minutes prior to the actual event start time.

Depending on the complexity of your event you may want to have one or more dress rehearsals or practice session to choreograph your event. You can do this by creating a regular Zoom meeting and configuring it similar to the way the Webinar for your event will be configured and use that for practice sessions.

A few things will be slightly different about the regular Zoom meeting used for practice from the actual Webinar license used on the day of the event. The way your panelists join the practice meeting will be different then the way they join the Webinar on the day of the event and you will see screen tiles for the video of anyone joining the practice to act as a participate viewing the event that would not be there in the Webinar license on the day of the event. Most of the rest of the features will be similar enough for a practice of how you want the event to go.

Meetings configured like a Webinar:

Meetings do not have a practice option like a webinar has. However, the host can setup a second meeting with the same settings that can be used for a practice session for the event. Depending on the complexity of your event you may want to have one or more dress rehearsals or practice session to choreograph your event.

Breakout Rooms

Webinar:

The webinar does not have the Breakout room feature that a regular meeting has. However, you could achieve the same affect by creating a number of regular Zoom meetings, one for each breakout you want to have, and use those. At a certain point in the event you would instruct people to leave the Webinar temporarily and join the Breakout meeting link they were sent along with the meeting link for the webinar.

To do this, you would need to have one person from your event team be the host of the main Webinar meeting and remain in the Webinar meeting while the breakout session meetings are taking place. Then each meeting setup as a breakout will require a different person from your event team to be the Host for that Zoom meeting. A Zoom user can only be in one Zoom meeting at a time, so these must be different people acting as the Host for each breakout meeting. The person that is the Host of each meeting could also act as the moderator for that breakout session.

When the breakout sessions are done, the moderator in each session can instruct people in that Breakout session to rejoin the Webinar link for the rest of the event. There are some advantages to using separate Zoom meetings for the breakouts depending what activities are to happen in the breakout sessions, you may want or need some of the controls a Zoom meeting gives you.

Meetings configured like a Webinar:

Regular Zoom Meetings do have the Breakout room feature and it can be used. However, you may still want to consider creating a number of regular Zoom meetings, one for each breakout you want to have, and use those as described above. This may help the flow of your event and you may want to use some of the controls you get in a separate Zoom meeting for the activities you have planned for the Breakout sessions.

Other Zoom Options

Most of the other Zoom options are available to both a Webinar and a Meeting with the same configuration and controls. Features such as requiring a password to join, screen sharing, polling, whiteboard, annotation, closed captioning, recording and live streaming are all available to both a Webinar and a Meeting.

Is the Webinar License or Meeting License Configured as a Webinar right for your Event

Whichever option you choose is right for your event, it is extremely important you read and understand the details about using the Zoom Webinar license or the regular Zoom Meeting license as far in advance of your event as possible. Do this before you plan your agenda, invite speakers, or market the event when possible, because it may affect the entire format of your program and program description.

You want to create the Zoom meeting for your event as far in advance as possible. This especially true if you are using Zoom registration for your event so you can choose what information guests are required to provide in order to register, something you may need to think about very early and before starting to market the event.

After reviewing the previous section in this document decide if you need to use the Webinar License or the Meeting License configured as a Webinar. If you would like assistance and guidance making this decision contact Law Media Services (LMS) at LawMediaServices@luc.edu and we will be glad to answer any questions you have.

If you decide you want to reserve the Webinar License you can do that by filling out the Zoom Webinar Request. The link can be found on this page <https://www.luc.edu/its/dms/webinars/> near the bottom of this page in the section titled “Webinar Instructions” the first item in this section describes how to apply to use the Webinar License.

If you decide to use your Meeting License configured as a Webinar for your online event continue reading the rest of this document. Start with the next section in this document that will review the Zoom options that should be considered to be configured.

If you need assistance choosing how to configure these options or deciding if a particular option is needed for your online event, a meeting can be scheduled in advance of your event with Law Media Services to assist with reviewing these settings based on your event needs and LMS will assist you by providing recommendations on how to configure the Zoom meeting for the event. However, it is up to the Host of the event to make the final decision on how they want to configure the meeting for their event.

Please review the next section before contacting Law Media Services (LMS) at LawMediaServices@luc.edu for assistance. This will help with a discussion of the options and how you may want to set them for your event.

Options to Consider when Configuring a Zoom Meeting to act as a Webinar for an Event

This section will outline some of the more important configuration options to think about when setting up a Meeting license to work like the Webinar license for an event. However, it will not cover every option you can set.

This section details settings to review as you create the Zoom meeting for your event, in the same section where you set the date and time for the meeting. However, there are many sections where advanced settings can be set under different tabs in your account on the Zoom web portal. You may have to look around to find them.

Login to Zoom through the web portal and start Scheduling a New Meeting.

The Zoom web portal at <http://luc.zoom.us> gives you access to the most complete set of Zoom settings. Some of these same settings are available through the Zoom desktop client, but a number of them are only available on the portal. It is easiest to create the Zoom meeting for an event on the Zoom web portal since all the options you may want to set are there.

Registration - Decide if you want to use Zoom Registration for your event. If you do, check the box next to “Required” under “Registration”. If you use the Zoom Registration or some outside registration system for your event. You will probably run into issues with your attendees and speakers not seeing the emails that send the meeting event information. Many email systems see these as spam or junk mail and people never see them. Contact Law Media Services at LawMediaServices@luc.edu when you are planning your event and we can tell you some of the things to watch out for and relay experiences others who have held Zoom events have told us about.

Meeting Password – You should either use a meeting password on your event or use the waiting room function. You could do both if you wanted to. This will help keep unauthorized people from attending your event.

Participant Video – Decide if you want participants video forced on or off as they join the meeting. Keep in mind you could use this setting to have participants in your event or meeting to start with their video off, however you cannot stop the participants from turning their video on once they join the meeting. As the Host you can turn their video off again if a participant turns theirs on, however they can just turn it right back on. An administrative solution such as telling all the participants to please not unmute their video would need to be done. When participant video is muted, a screen tile will still be visible for each participant, they will be blank boxes with the participants names showing.

Join before Host – Decide if you want participants to be able to join the meeting before you the Hosts does or not. In most cases for events you will not want participants to join before the Host.

Mute Participants Upon Entry – This feature lets you mute participants’ audio as they join the meeting. Once they join the meeting the participants can unmute their own audio if they choose.

Enable Waiting Room – You will want to use either this feature or the Meeting Password feature for your event or meeting or both. You may not want anyone to join the meeting early before you as the host join. This feature lets you control this or you may want to admit the panelist or speakers from the waiting room first to get them ready before you start the event and let the people joining the event into the meeting. While the tool is not difficult to use, we highly recommend doing a practice session to understand how to use it for your specific event.

Only Authenticated User can join – If this option is on only people that are signed-in to Zoom with a confirmed Zoom account can join the meeting. This does not have to be a Loyola Zoom account it can be any confirmed Zoom account. This will prevent users without a verified email address in a Zoom account from joining. This would help secure your meeting. However, you will need make sure all attendees know they need to have a confirmed Zoom account and be signed into that account before they join the meeting for your event.

Alternative Hosts – Alternative Hosts have the same capabilities as a Co-Host, but in addition an Alternative Host can start a meeting and can be set up in advance when the meeting is being created. You can only assign the Alternative Host role to people with Loyola Zoom accounts. The people that are assigned to be an Alternative Host must be logged into their Loyola Zoom account when they join a Zoom meeting to get the role.

Review the following settings for your account in the Settings section using the Zoom web interface

In Meeting (Basic) settings to review

Chat – You can have the chat function on or off. This is one way to have people in the event submit questions instead of asking over the audio in the meeting. However everyone may see the questions in the chat depending on how the message is sent if that matters.

In the section where the Chat function can be turned on and off there is a check box to “Prevent Participants from Saving the Chat” from the event. Think about if you care if a copy of the contents of the chat can be taken by a participant or not.

Private Chat – If this setting is on and the Chat function is on, participants in your event can hold private 1:1 chats during the meeting. Some people find this takes people’s focus away from the event if they are having a private chat with a friend in the event and not paying attention to your event.

Auto Saving Chats – If you plan on using the Chat feature in your event and you know you want to save the text of the chat from the event turn this feature on. The Chat will be saved to the host of the meeting.

Display end-of-meeting experience feedback survey – This is a simple thumbs up or thumbs down survey participants can take at the end of the meeting. If they give a thumbs up that is it, if they give a thumbs down they can provide additional information about what was wrong. However, you might want to use a survey tool instead of this feature to send a more focused set of questions to the attendees that will provide you with the specific feedback you are interested in.

Polling – If your event can benefit from taking polls during the event you can turn on this feature. There are a number of features that can be set for the polls, the types of questions and how you show the results of the polls to the meeting. If you want to use this feature, we highly recommend doing a practice session to understand how to use the polling feature for your specific event.

Screen Sharing – The next few items control screen sharing during the event. Screen sharing can be completely disable for the meeting using this feature.

Who can Share – If sharing is on for your event you should leave this setting to Host Only. This can always be changed during the event, sharing permission can be given to specific individuals during the event if necessary. This will prevent someone from taking over the Screen Sharing during your meeting and posting something that should not be in your event.

Annotation – The annotation tools allow you to draw on a shared screen. You can use this setting to disable the annotation tools for your meeting if do not want anyone to use them. Review the check boxes on the options in this section that affect the saving of annotations in your meeting.

Whiteboard – The whiteboard tool allows you to write on a blank screen that everyone can see. You can use this setting if you want to disable this tool. Review the check boxes on for the options in this section that affect saving the whiteboard in your meeting.

Allow removed participants to rejoin – If you turn this setting on, this will allow someone you specifically remove from your meeting to be able to rejoin the meeting. Normally you would probably want to leave this option off so if you have to remove someone from the meeting they cannot get back in.

Allow participants to rename themselves – If this option is on people who join the meeting can change the name listed for them to anything they want instead of it being whatever is in the Zoom login they use to join the meeting. This may or may not matter for your meeting.

Hide participant profile pictures in a meeting – This option lets you decide if the person’s Zoom profile picture is displayed in the participants list or not. It does not prevent the names of the participants from appearing in the list though. Currently with a regular Meeting license you cannot turn off the list of participants completely.

In Meeting (Advanced) settings to review

Report participants to Zoom – If someone in a meeting does something inappropriate the Host of that meeting can report them to Zoom’s Trust and Safety team for review by using the setting in the Security icon in the meeting controls tool bar.

Breakout room – Most events being done in a meeting will probably not need or want to use breakout rooms. You can disable them with this setting. There is a check box for an option in this section that would allow the Host to assign participants to a breakout room when scheduling the meeting if they wanted to do that.

Planning and Preparation to be done in Advance of your Event

Determine Who will run the Meeting during your event

If you are the person planning the details of an online event one of the things you need to think about is who is going to run the Zoom meeting controls during the event. Either you or someone from your group will need to do things like admit people attending the event from the Zoom waiting room when they join the event, identifying your speakers and possibly making them a Co-Host of the meeting and a number of other Zoom related tasks going on throughout the meeting to make the event work smoothly.

The person creating the Zoom meeting for the event is the Host of the Zoom meeting and has full control over the features of the meeting. If you are participating in the event, you may want to consider having someone else in your group that will not be participating in the event create the meeting so they are the Host and can run the meeting for you. Another way to address this would be for you to create the meeting yourself which would make you the Host, but then use either the Alternative Host or Co-Host Zoom features to give someone else the meeting control that is not participating in the meeting.

Create a schedule for the event

You may want to create a schedule with the timeline of the event for the speakers and presenters, especially if your event is complex. Block out what will happen at what time. Who speaks at what time and what presentations need to be shared on the screen at what time during the event and any other logistics everyone should be aware of. A kind of flow plan or agenda for behind the screens for the timing and running of the online event.

Determine how you want to configure the options for the Zoom meeting for the event

As far in advance of your meeting as possible determine how you want to configure all the Zoom meeting settings for your event. If you have questions or need recommendations for a setting or process for your event reach out to Law Media Services (LMS) at LawMediaServices@luc.edu in advance to schedule a meeting to ask your questions.

Create the Zoom Meeting for your Event as far in advance of the Event as possible

Once you decide who is going to run your meeting as describe in the previous section get the Zoom meeting for your event created as soon as you can. This is not something you want to do at the last minute or even a few days before your event if at all possible.

If you want to use the Zoom meeting registration function to allow people to register for your event, the meeting needs to be created before people can register. If you are not using the Zoom registration feature and just plan to advertise your event by sending Zoom meeting information, the meeting must be created before you can see what the meeting information is that people will need to join the meeting.

You want to create the Zoom meeting for your event as far in advance as possible. This especially true if you are using Zoom registration for your event so you can choose what information guests are required to provide in order to register, something you may need to think about very early and before starting to market the event.

There are many other good reasons to get your Zoom meeting created and configured as far ahead of your event date as possible.

Create and configure the Zoom meeting for your event on your own if you are familiar with the Zoom settings described above and know how you want them set. If you have questions about any of the options or Zoom features you may want to use for your event or would like configuration recommendations please contact Law Media Services (LMS) at LawMediaServices@luc.edu as far in advance of your event as you can to schedule a meeting to discuss the needs of your event.

If you are planning on doing a practice or dress rehearsal in advance of your event, create another Zoom meeting configure exactly the same way as the one for your event and that can be used for any practice sessions you want to have.

Event Practice session or dress rehearsal

Depending on the complexity of your event, you may want to plan to have at least one practice session or event dress rehearsal in advance of the day of your event that includes as many of the panelist and speakers for your event as well as the person who will be running the Zoom controls for your meeting during the event.

Walk through the event and work on how you want the event to flow. This will let everyone that is participating in the meeting see the timing and choreography of the event in advance so they are comfortable with what will happen on the day of the event. Include things like practicing moving from one speaker to the next, if there are screen presentation to display, practice those. Go through the timeline of the event and make sure everyone is comfortable with how it will work so they know what to expect during the real event.

You may want to have a way to communicate with everyone on your meeting team during the meeting outside of Zoom, say by group text message or something like that. If you plan to do this be sure to practice using the communication method during the practice session and make sure everyone knows what it should be used for.

This is not required, but can be helpful to coordinate the event or so someone involved in the event can communicate with the others if they are having technical issues during the event. Consider assigning a team member to monitor and manage this other communication method that does not need to do other things for the event so they can focus on this task.

The Zoom meeting license does not have a way to practice the Zoom meeting with the actual Zoom meeting you setup for your event. Simply create a second meeting and configure it exactly as you did the real meeting and use that to practice for your event.

Share the following in advance with any speakers or panelist that are part of your event

Provide the schedule for the event

If you have an event schedule or flow plan or agenda for your event, make sure you share with everyone participating in the meeting the details of the event important to each of them. What time the event starts and ends. When you need them to join the meeting, you probably want them to join the meeting prior to the start time so you can get them setup in case your need to make them a Co-Host or set other settings for them.

Share the event schedule with all the timing of what will happen during the event. If the person is speaking highlight for them at what times they will be speaking so they are prepared to have their video and audio on at the appropriate times.

If there is something specific you want a presenter to say or if you are going to have a presenter share a screen presentation give them instructions on exactly what you want them to prepare.

Network connection and equipment tips

- If possible, connect the computer being used to join the meeting to your internet connection via an ethernet network cable. If you have the ability, connecting via a hard-wired, ethernet connection will provide you the fastest most reliable connection.

- If you cannot connect your computer via an ethernet cable and you need to connect the computer you will be using to join the meeting to a WiFi connection to access the internet, here are some things you can try to make sure you get as reliable a connection as possible.

Move your computer as close as you can be to the device at your location that provides the WiFi signal. The farther away from that device and the more walls that the signal needs to go through to get to your computer, the weaker of a connection you will get and your Zoom connection will be less reliable.

- If you have a slower less reliable internet connection at the location where you will be using your computer to join the Zoom meeting you may want to limit other devices at that location during the event from using the internet for high band width activities such as streaming, watching online video or playing online video games, this can reduce the amount of bandwidth you will have for your Zoom connection.

The host and the presenters of the event should shut down any unneeded applications on their computer during the program. Try to have the best 'dedicated' connection as you can possibly have especially if you have a slow or less reliable connection.

- If you are using a laptop to join the Zoom meeting, make sure it is plugged into a power outlet if at all possible so that you do not run into any battery issues during the Zoom meeting.
- Make sure the computer is not connected to a VPN connection while connecting to the Zoom meeting. For Loyola people that means you should make sure that the GlobalProtect application is shut off.

Appearance tips

- Avoiding clothing with stripes if possible, stripes/lines have the potential of causing distracting video artifacts and textures as you move. Consider wearing solid colors instead.
- Turn on all lights in the room you intend to use the computer to join the meeting from so you are well-lit. If possible have a direct light source in front of you. Avoid high-contrast between you and your background such as a dark room, or very bright windows behind you. Ensuring your room is evenly and well-lit as much as possible. If necessary use a virtual background to make sure you have a clean background behind you.
- Avoid background noises at the location you are joining the Zoom meeting from as much as possible. Try to avoid background noises such as open windows, move pets to another room, etc. Mute your Mic audio when you are not speaking to avoid inadvertent noise pollution bleeding into the meeting.

Things to do on the day of your event

- Start the Zoom meeting at least 20 to 30 minutes prior to your event start time, more if you have a large amount of in meeting setting that need to be set. Have the person running the Zoom controls for your meeting set any of the Zoom In-Meeting settings the way you want them set for your event.
- Ask all the speakers and others that are part of your meeting team to join the meeting early by a given time so they appear in the waiting room. Admit only the people that are part of your event team first. Elevate any people that need to be made Co-Host and make any other needed adjustments.

- Have the person running the Zoom controls test the audio and video of the people that are part of the meeting team as they admit them from the waiting room.
- If your event has any presentation slides get those loaded up and shared with the meeting. You could have all the presentations provide to you in advance and all shared by the person on your team running the meeting during the event.

Another option is to explain to the presenters how to share and stop sharing their own presentation at the appropriate time during the event. Either way, we highly recommend doing this in a practice session in advance of the event to makes sure everyone knows how this will work.

- If you are planning on recording your meeting, prepare to start the recording as the event begins.
- When you have everything ready to start your event begin allowing the participants into the meeting.