

Alpha Delta Pi

BE THE FIRST

FACILITATING A VIRTUAL MEETING OR WEBINARS

Presenting with Zoom Meetings

Zoom provides an opportunity for video conferencing and virtual training delivery. Features include video, recording, screen sharing, polls, chat, registration, attendance tracking, and breakout rooms. To schedule an online meeting or webinar and view the most up to date schedule, visit the [Online Meetings & Webinars](#) page, which can be found in the Pride Online dropdown menu. Please submit requests at least two business days prior to your meeting date. Once you have submitted a request for a virtual meeting, you will receive a follow-up confirmation, pending availability, along with login information to access as a host/presenter.

The following tutorials offer instructions hosting a webinar Zoom:

[Host Controls in a Meeting](#)

[Joining & Configuring Audio & Video](#)

[Getting Started with Breakout Rooms](#)

[Sharing your Screen](#)

[Recording your Meeting](#)

[Polling for Meetings](#)

[Manage Attendees](#) (prior to webinar)

[Attendance](#) (following the webinar)

Additional Zoom resources, trainings, and troubleshooting tips can be found by [clicking here](#).

DEVELOPING AND FACILITATING A VIRTUAL MEETING OR WEBINAR

Virtual meetings and webinars provide a way to interact face to face with members and can be a powerful medium of learning delivery across varied groups. Here are initial guidelines to prepare for your meeting:

- Creating a registration link allows participants to register in advance, save the date on their calendar, and helps you track attendance and participation.
- Share expectations for participants prior to the call (i.e. mute mic when not speaking, use the chat for questions, logon a few minutes early to ensure tech is working).
- Recordings can be made available to members. Recordings intended for broad audience (*more than 1-2 chapters or an area*) should be housed in the Library. Contact [Cristina Perez-Simmons](#) for more information.
- Preparation is key! Use a script to prepare any content delivery and to ensure recordings have closed captioning or a transcript available.

The following resources provide tips to create and facilitate effective virtual meetings and trainings.

Virtual Training & Webinars

[How to Deliver a Webinar](#) (video)

[14 Tips to Create and Present Highly Effective Content](#)

[Top 7 Tips to be a successful Webinar Host](#)

Virtual Meetings

[How to Run a Great Virtual Meeting](#)

[How to be a Virtual Meeting Hero](#) (video)

[6 Steps to Run a Productive Virtual Meeting](#)