



DISTRICT 116

Webinar Session

“Facilitate virtual meetings for your club”



| WELCOME |

Webinar will begin at 7:00pm (Qatar Standard Time)



Pavithra Philip
District 116 Admin. Manager

Few Ground Rules

1. Except for the presenter, all other attendee's mic will be kept muted condition, to avoid disturbances.

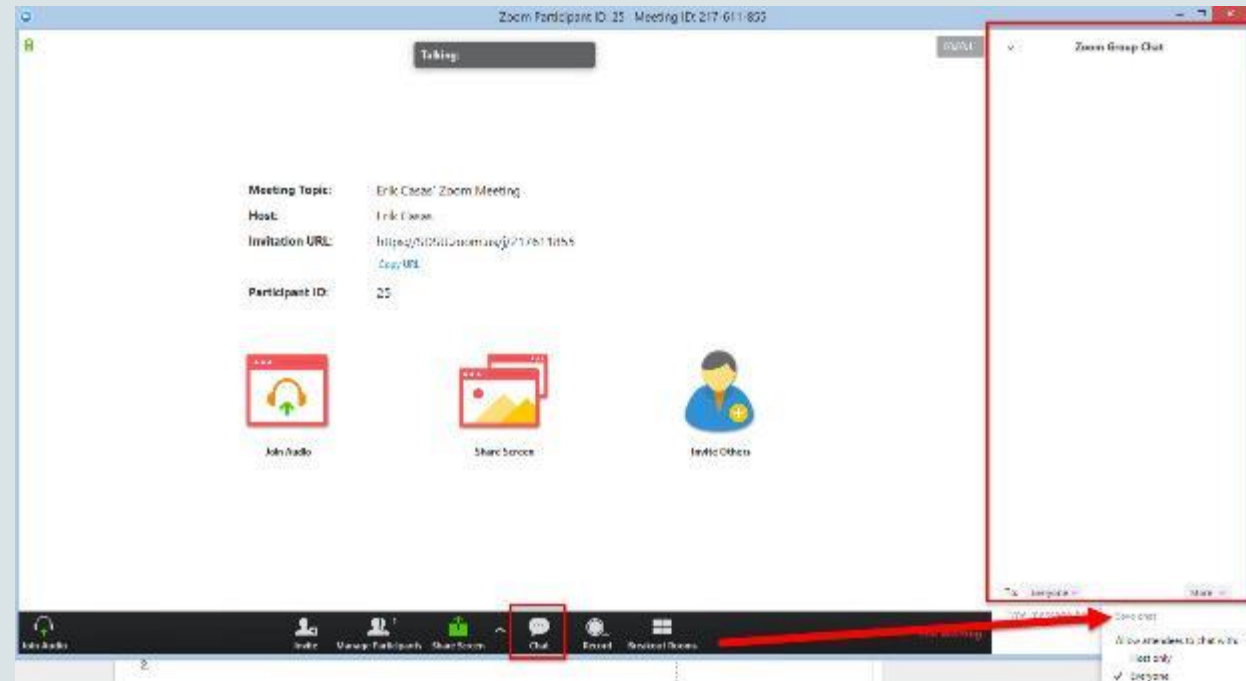
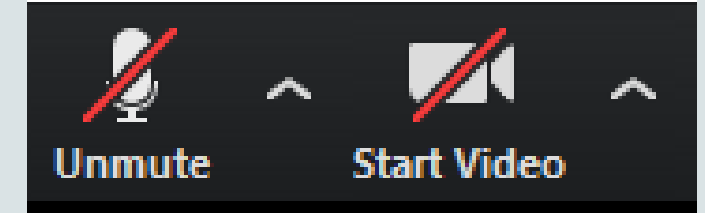
2. Please, keep your camera OFF

3. If you have any Question,

**Please send it in the Chat Room
(OR)**

Rise your hand during the Q & A Session

Recorded version of this webinar shall be made available in www.D116.org



DISTRICT MISSION



**We build new clubs and support
all clubs in achieving excellence**

FACILITATING VIRTUAL MEETINGS FOR YOUR CLUB



TM Venkatesan K

TOASTMASTERS
INTERNATIONAL®

FACILITATING VIRTUAL MEETINGS FOR YOUR CLUB

WELCOME

DISTRICT 116 WEBINAR

March 16, 2019



let's spread happiness..... not virus

Content

- ▶ **What is Online Meeting**
- ▶ **Planning for Online Meetings**
- ▶ **During Online Meetings**
- ▶ **After Online Meetings**
- ▶ **Basic tools for attendees & host**
- ▶ **Basic etiquettes**
- ▶ **Q&A**



Online/Virtual Meeting

Online Meeting is when people around the world, regardless of their location, use video, audio, and text to link up online.

Online Meetings allow people to share information and data in real-time without being physically located together



Online Meetings

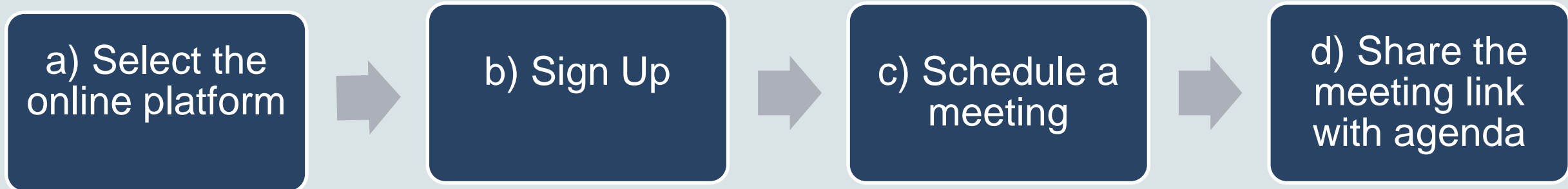


- ▶ **Location is not a concern**
 - ▶ **Saves money**
 - ▶ **Convenience to attend**
 - ▶ **Less carbon footprint**
 - ▶ **Cater the need during emergencies**
-



- ▶ **Personal Connection & Bonding**
- ▶ **Limitation for speakers (Body language/ expressions/ stage movement)**
- ▶ **Multi tasking by the attendees { Lack of concentration }**
- ▶ **Club Experience – Fun- Networking**

1. Planning for Online Meeting



1a) Online Meeting Platforms

- ▶ Choose the online meeting platform
- ▶ Corporate clubs can use the online platforms used in their organization. (If available)



1b) Signup

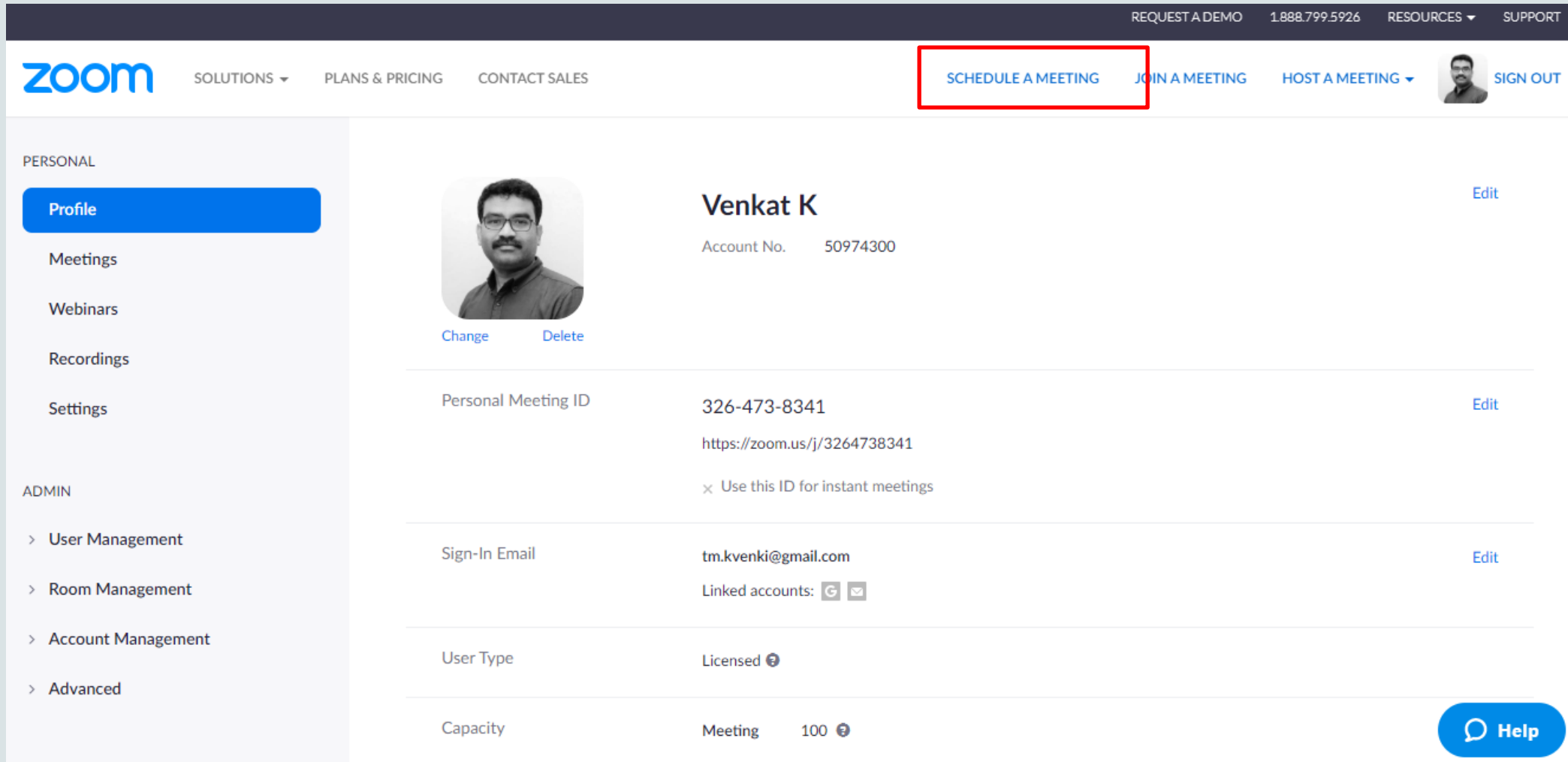
- ▶ **Signup for free www.zoom.us**
- ▶ **Login**
- ▶ **Pro option is just 15\$ per month for unlimited meetings (Just 55 QAR/Month)**
- ▶ **One Pro version License is essential for conducting an online meeting for more than 40 min.**

The image shows a screenshot of the Zoom website's Sign In page and a pricing comparison table. The Sign In page includes fields for Email address and Password, a Sign In button, and a checkbox for 'Stay signed in'. The pricing table compares four plans: Personal Meeting (Free), Great for Small Teams (\$14.99/mo/host), Small & Med Businesses (\$19.99/mo/host), and Large Enterprise-Ready (\$19.99/mo/host). Each plan lists its features and includes a 'Buy Now' or 'Sign up, It's Free' button.

Personal Meeting	Great for Small Teams	Small & Med Businesses	Large Enterprise-Ready
Free	\$14.99 /mo/host	\$19.99 /mo/host	\$19.99 /mo/host
		* Minimum of 10 hosts	* Minimum of 50 hosts
Sign up, It's Free	Buy Now	Buy Now	Contact Sales
Host up to 100 participants	All Basic features +	All Pro features +	All Business features +
Unlimited 1 to 1 meetings	Includes 100 participants Need more participants?	Includes 300 participants Need more participants?	Enterprise includes 500 participants
40 mins limit on group meetings	Meeting duration limit is 24 hrs	Dedicated phone support	Enterprise Plus includes 1,000 participants
Unlimited number of meetings	User management	Admin dashboard	Unlimited Cloud Storage
Online support	Admin feature controls	Vanity URL	Dedicated Customer Success Manager
+ Video Conferencing Features	Reporting	Option for on-premise deployment	Executive Business Reviews
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains	Bundle discounts on Webinars and Zoom Rooms
+ Group Collaboration Features	Assign scheduler	Single sign-on	
+ Security	1GB of MP4 or M4A cloud recording	Company branding	

1c) Schedule a meeting

► Schedule your meeting



The screenshot shows the Zoom user profile page. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. The main navigation bar features the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and a highlighted 'SCHEDULE A MEETING' button. Other navigation options include 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT' with a user profile picture.

The profile page for 'Venkat K' (Account No. 50974300) displays the following information:

- Personal Meeting ID:** 326-473-8341 (https://zoom.us/j/3264738341) with an 'Edit' link and a note: 'Use this ID for instant meetings'.
- Sign-In Email:** tm.kvenki@gmail.com (with 'Edit' link) and 'Linked accounts: G, M'.
- User Type:** Licensed.
- Capacity:** Meeting 100.

A 'Help' button is located in the bottom right corner.


1c) Schedule a meeting

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 326-473-8341

Meeting Password Require meeting password

Video Host on off


Participant on off

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

1c) Schedule a meeting

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save


Cancel



**NOW YOU HAVE SUCCESSFULLY
CREATED A MEETING SCHEDULE**

1d) Share the meeting link

The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile picture with a SIGN OUT button. The left sidebar contains navigation options for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this is a table of upcoming meetings with columns for Start Time, Topic, Meeting ID, and action buttons (Start, Delete). A 'Get Training' button is also visible in the top right of the main content area.

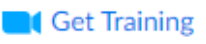
zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings


ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates 


Schedule a New Meeting

Start Time ↕	Topic ↕	Meeting ID	
Today 07:00 PM 07:00 PM Qatar	D116 Webinar " Facilitate Online Meetings"	795-488-005	<button>Start</button> <button>Delete</button>
Tomorrow 06:30 PM 06:30 PM Qatar	ICC Eves Toastmasters Club Meeting	686-276-601	<button>Start</button> <button>Delete</button>
Tomorrow 07:00 PM	DTAC Review meeting	754-936-888	<button>Start</button> <button>Delete</button>
Sat, Mar 21 07:00 PM	ABC Toastmasters Club meeting # 120	883-090-964	<button>Start</button> <button>Delete</button>



1d) Share the meeting link

REQUEST A DEMO 1.888.799.5926 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Meetings > Manage "ABC Toastmasters Club meeting # 120"

[Start this Meeting](#)

Topic ABC Toastmasters Club meeting # 120

Time Mar 21, 2020 07:00 PM Qatar

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 883-090-964

Meeting Password × Require meeting password

Invite Attendees Join URL: <https://zoom.us/j/883090964> [Copy the invitation](#)

Video

Host	Off
Participant	Off

[Help](#)

Sharing the Meeting Link

You are invited to join the Online Meeting

ABC Toastmasters Meeting # 120

Date: 21st March 2020

Time: 7:00 to 9:00 pm

To join the meeting <https://zoom.us/j/883090964>

Share the meeting link along with the agenda.



**NOW YOU HAVE SUCCESSFULLY
SHARED YOUR MEETING LINK & AGENDA**

Before the meeting

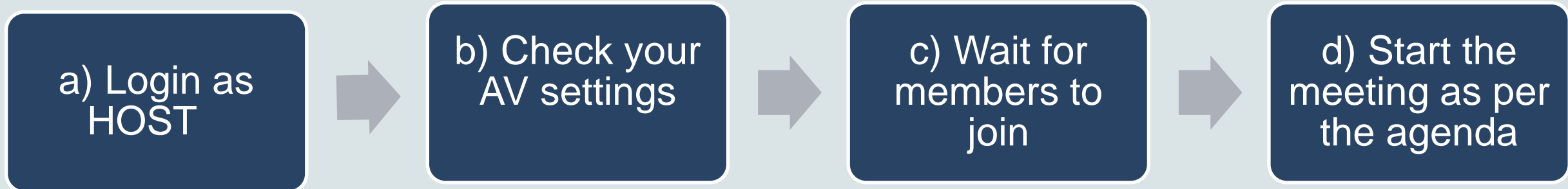
HOST: (TMOD or any Independent TM)

- ▶ **Get the presentations from the speakers, if any**
- ▶ **Prepare an introduction slide for each speaker (Name, Role, Speech title)**
- ▶ **Keep the agenda ready**
- ▶ **As a host, log-in to the meeting 15 -20 minutes early { Use Laptop/Computer}**
- ▶ **Check your audio and video settings**
- ▶ **Assign someone as co-host**
- ▶ **Set the Poll questions such as., best speaker, evaluator**

MEMBERS:

- ▶ **Keep your presentation ready, if any**
- ▶ **Join the meeting 10 minutes early and check your audio and video settings**

2. Conduct the Meeting



2a) Start the Meeting



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



SIGN OUT

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Get Training

Schedule a New Meeting

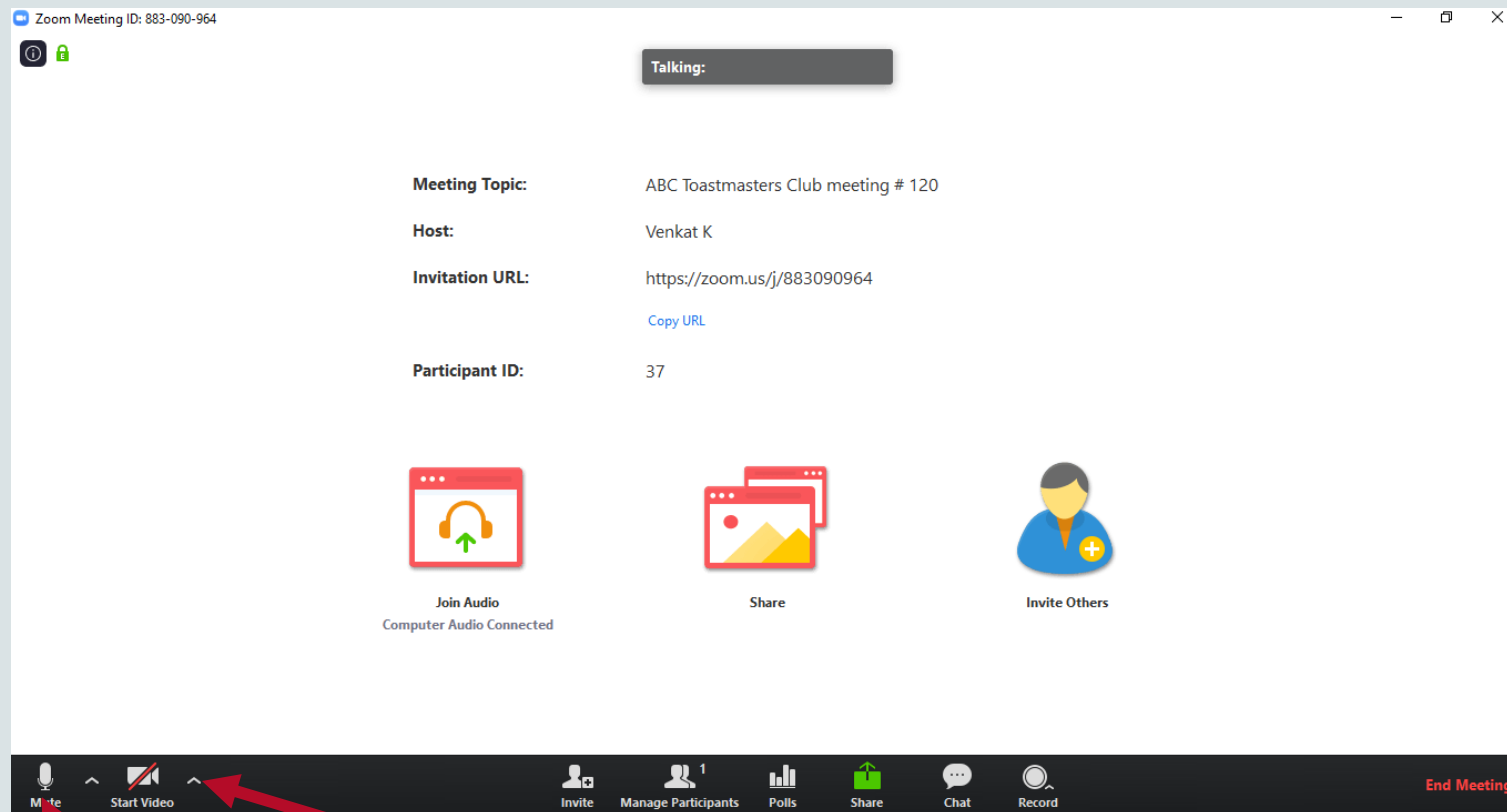
Start Time ▾	Topic ▾	Meeting ID	
Tue, Mar 17 06:30 PM 06:30 PM Qatar	ICC Eves Toastmasters Club Meeting	686-276-601	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Sat, Mar 21 07:00 PM 07:00 PM Qatar	ABC Toastmasters Club meeting # 120	883-090-964	<input type="button" value="Start"/> <input type="button" value="Delete"/>

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin
DownloadChrome Extension
Download

Help

2a) Start the meeting



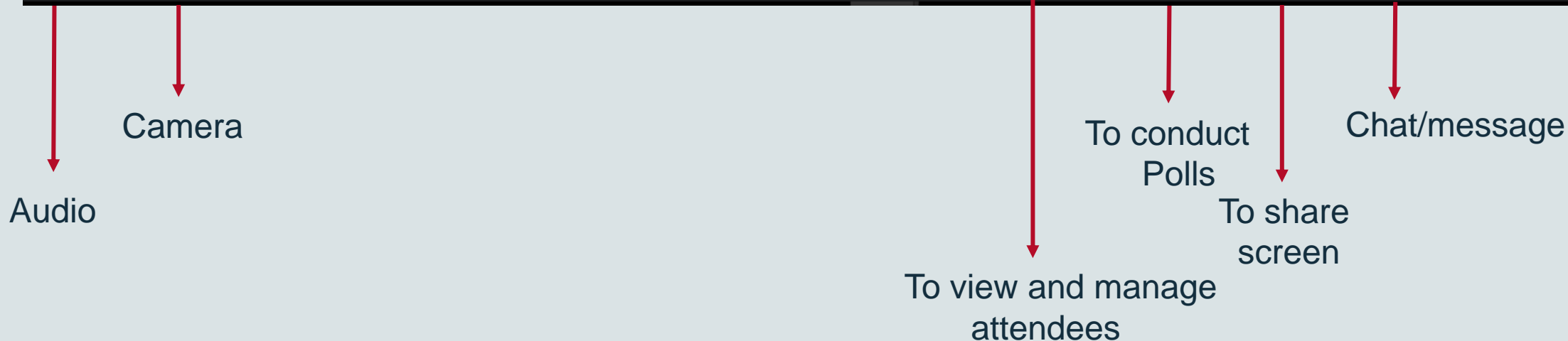
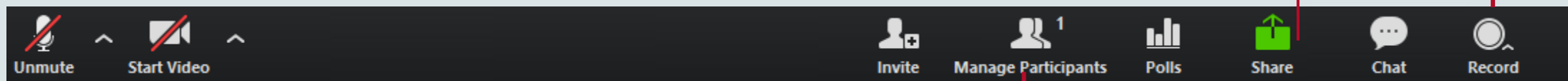
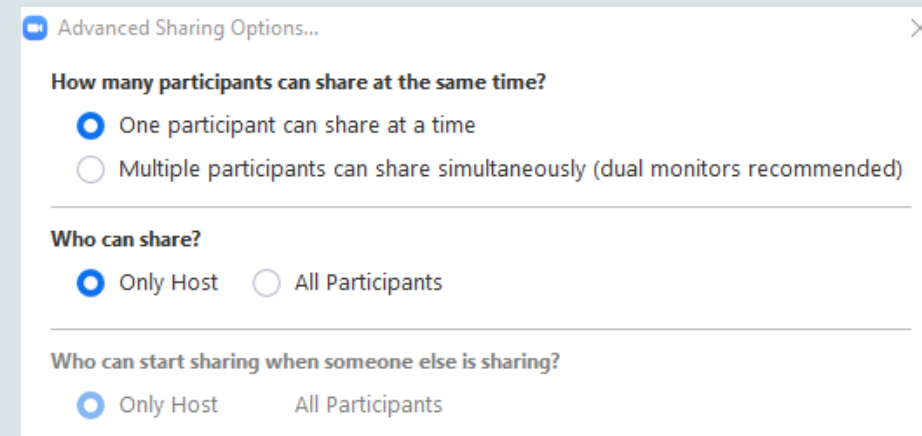
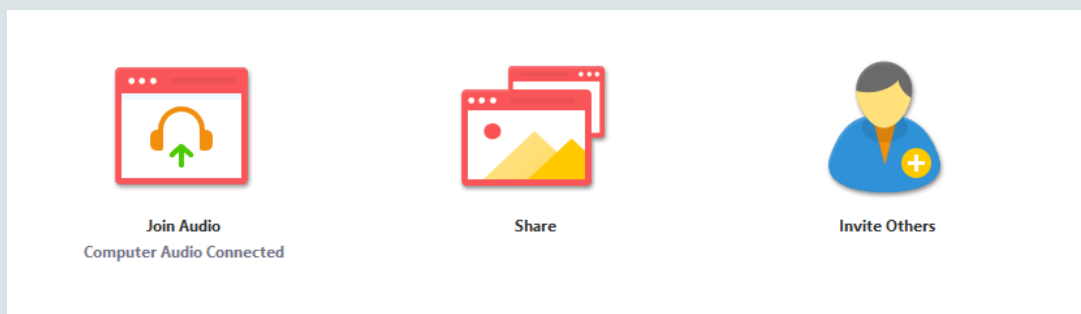
**NOW YOU HAVE SUCCESSFULLY
OPENED THE MEETING WINDOW
FOR MEMBERS TO ENTER**

CHECK YOUR AUDIO

CHECK YOUR VIDEO

During the meeting

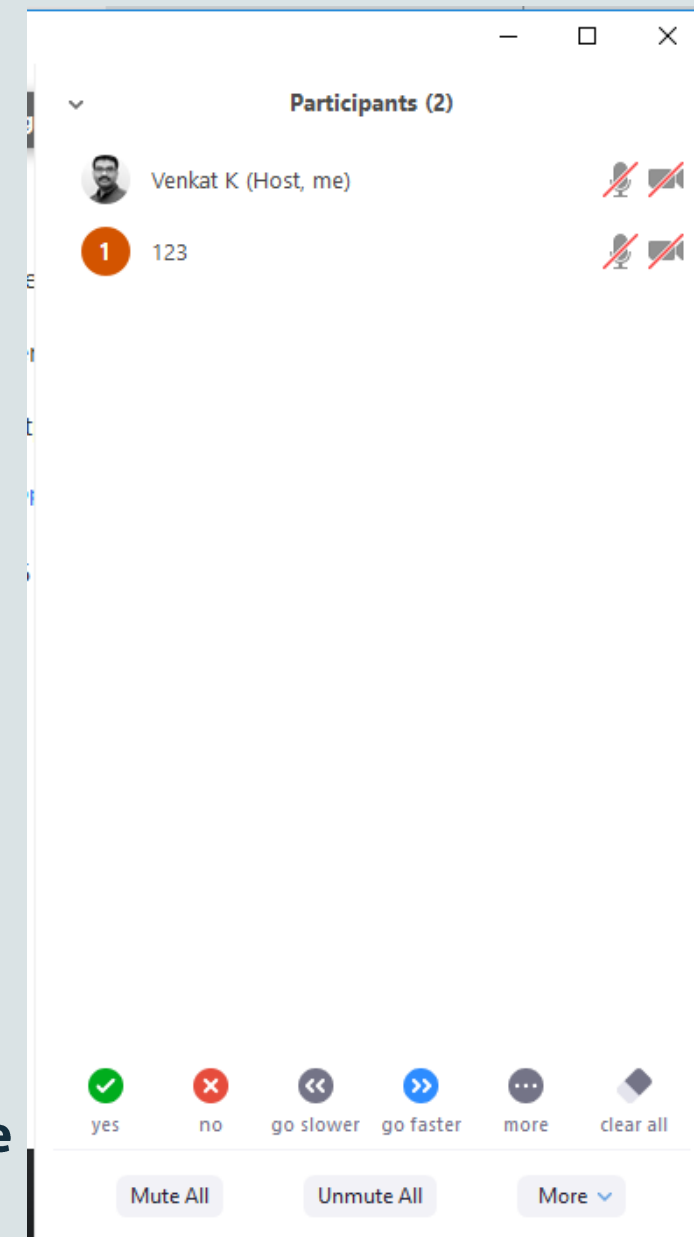
Basic Tools Facilitator should aware



During the meeting

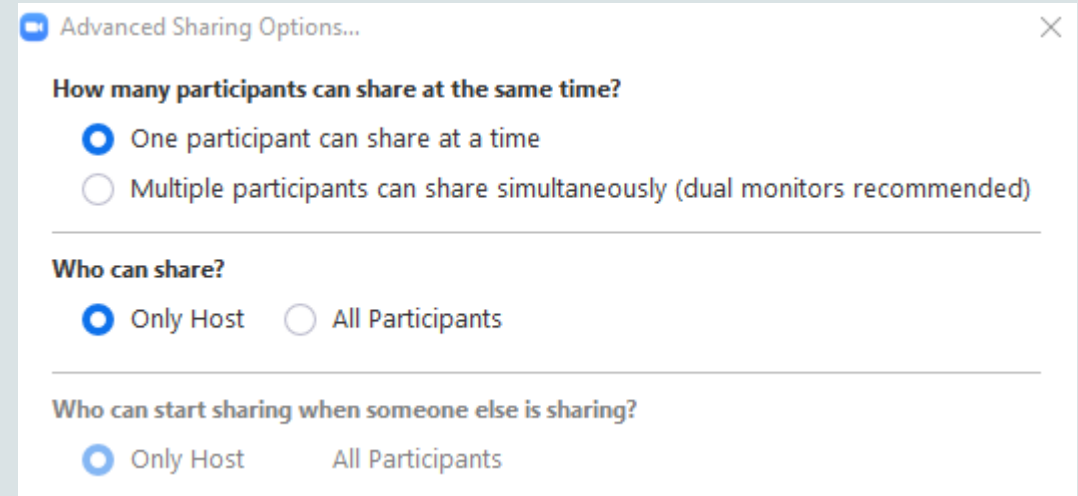
HOST :

- ▶ **Assign someone as Co-Host**
 - Answer queries in the chat room
 - Mute/unmute the concerned speakers
 - Take the control, if Host had any technical issues
- ▶ **Start recording (Prefer cloud recording)**
- ▶ **Follow the agenda and unmute the concerned to speak**
- ▶ **Agree upon the responsibilities (Who will mute/unmute)**
 - Who will mute/unmute –before and after the speech
 - Who will control the slides
 - Option # 1 Display from the host's side and speaker only controls
 - Option # 2 Both screen sharing and control from the speaker's side
- ▶ **Introduce guest and new members**



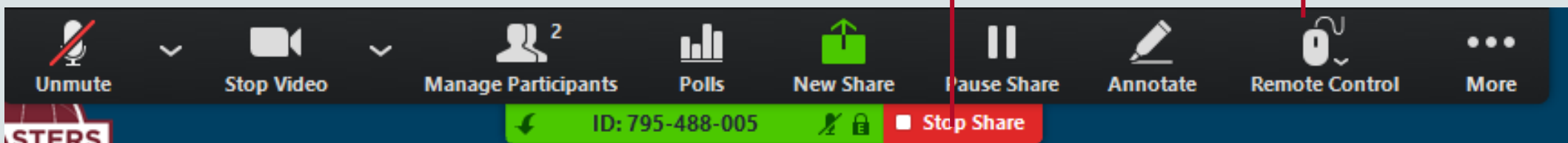
During the meeting

Screen Sharing



To give control
To the speaker

Stop Sharing
the screen



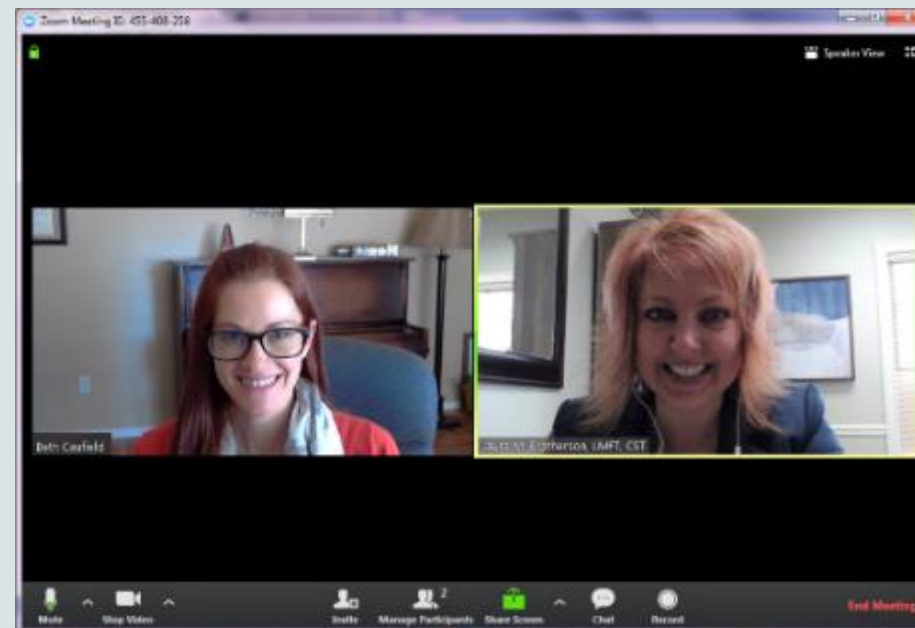
During & After the Speeches

During the Project Speeches

- ▶ Pin the Timer & Respective Speaker { Speakers view Vs Gallery View}
- ▶ Applause can't be heard, express it.
- ▶ Run the Poll for selecting the best speaker



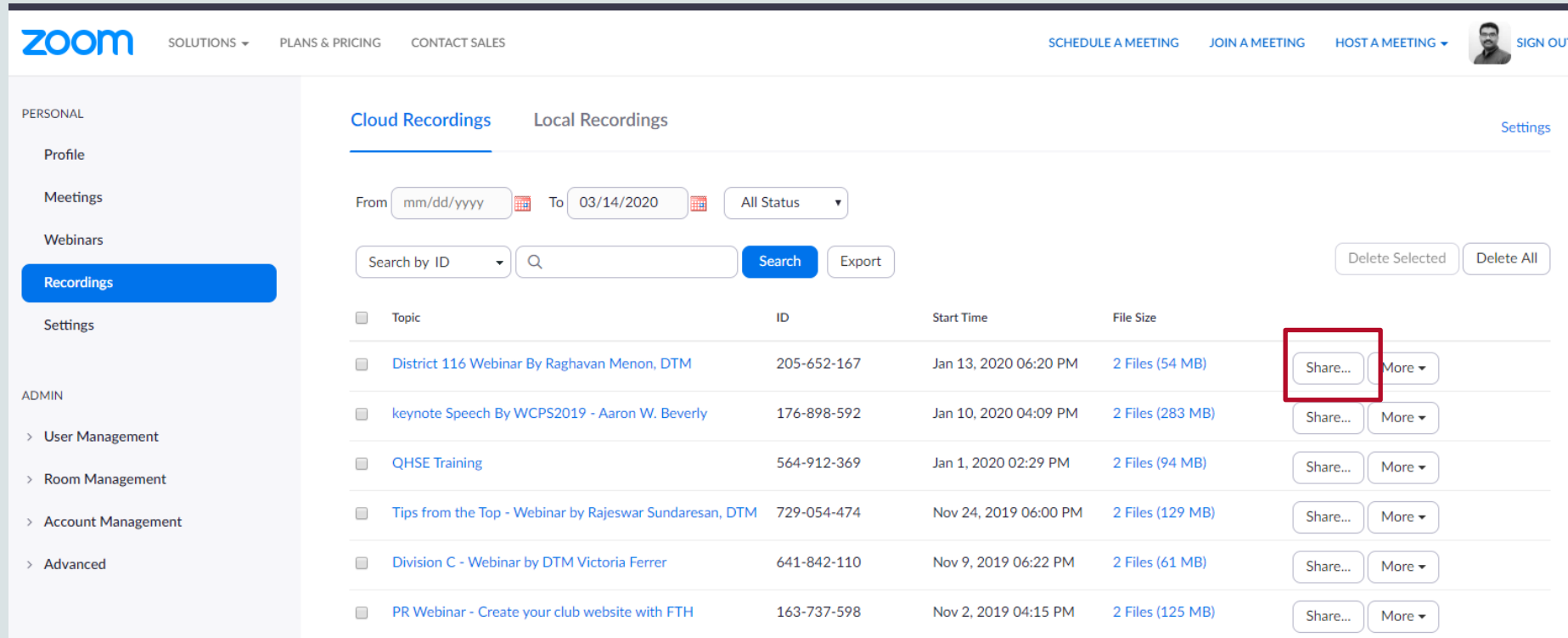
Gallery View



Pinning the Speaker & Timer

After the meeting

- ▶ Thank all and end the meeting
- ▶ Download or share the link of recording to members /social media

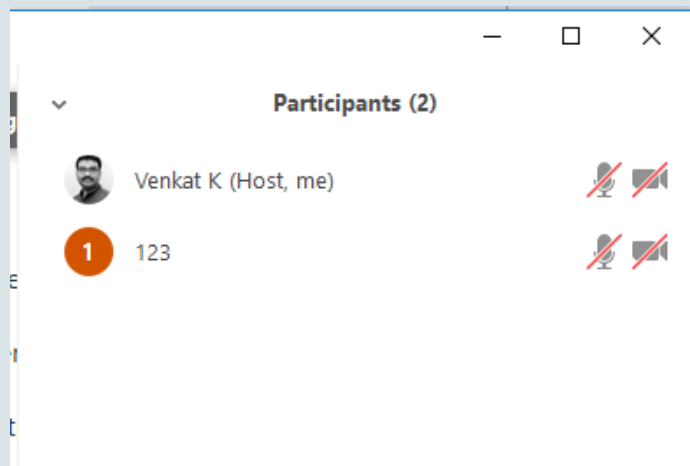


The screenshot displays the Zoom Cloud Recordings interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and action buttons for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. The left sidebar shows navigation options for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The main content area is titled 'Cloud Recordings' and features a search filter (From: mm/dd/yyyy To: 03/14/2020 All Status) and buttons for Search and Export. A table lists recordings with columns for Topic, ID, Start Time, and File Size. The 'Share...' button for the first recording is highlighted with a red box.

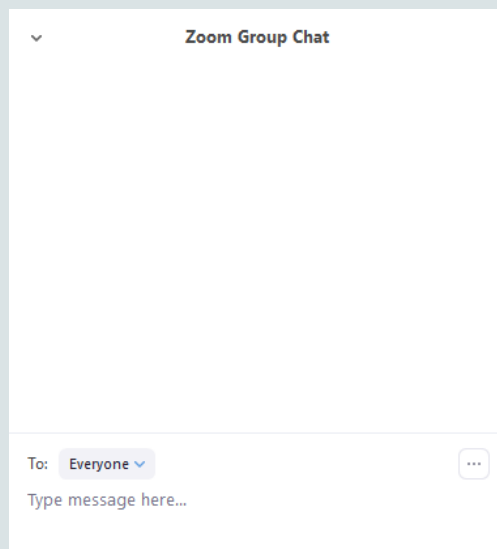
Topic	ID	Start Time	File Size	Share...	More
District 116 Webinar By Raghavan Menon, DTM	205-652-167	Jan 13, 2020 06:20 PM	2 Files (54 MB)	Share...	More
keynote Speech By WCPS2019 - Aaron W. Beverly	176-898-592	Jan 10, 2020 04:09 PM	2 Files (283 MB)	Share...	More
QHSE Training	564-912-369	Jan 1, 2020 02:29 PM	2 Files (94 MB)	Share...	More
Tips from the Top - Webinar by Rajeswar Sundaresan, DTM	729-054-474	Nov 24, 2019 06:00 PM	2 Files (129 MB)	Share...	More
Division C - Webinar by DTM Victoria Ferrer	641-842-110	Nov 9, 2019 06:22 PM	2 Files (61 MB)	Share...	More
PR Webinar - Create your club website with FTH	163-737-598	Nov 2, 2019 04:15 PM	2 Files (125 MB)	Share...	More

Basic features attendees should know

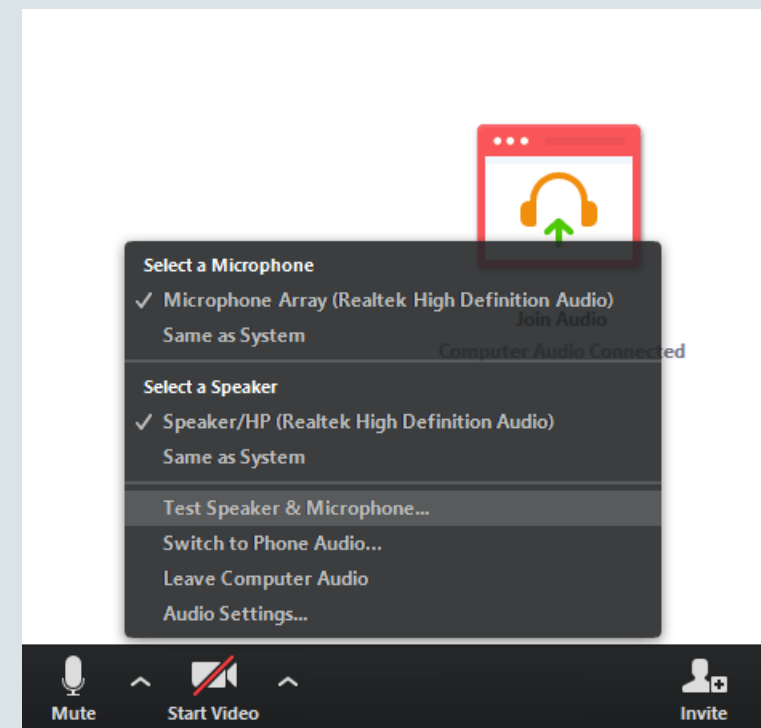
- ▶ **Test the meeting link in your system/phone (Preferably at least few hours before)**
- ▶ **Don't be anonymous with your name (Be visible with your actual name)**
- ▶ **Basic Tools (mute, unmute, Rise/Lower hand, using chat room, etc)**



Keep your mouse over your name for mute/unmute yourself



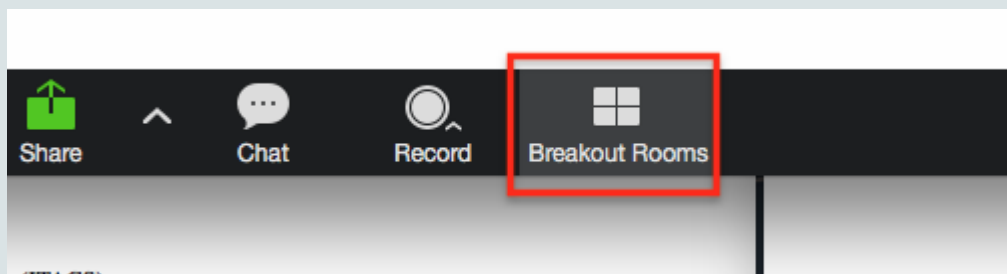
Select everyone or any specific member you want to send message in the chat Room



Test your speaker & Microphone before you join the meeting

Other features

- ▶ **Break out Rooms { Essential for online contest}**
- ▶ **Switching Host**
- ▶ **Virtual background**
- ▶ **Allows live streaming**
- ▶ **Restricting the members to unmute themselves { Essential for online contest}**
- ▶ **Remove the attendee**



General Etiquettes

- ▶ **Ensure decent internet connectivity**
- ▶ **Test the meeting link in advance in your system**
- ▶ **Dress appropriately**
- ▶ **Be aware of your surroundings**
- ▶ **Eliminate background noise**
- ▶ **Mute your mic when you're not talking**
- ▶ **Use earphone with Mic (Donot use speaker)**
- ▶ **No food allowed { disable camera if needed}**
- ▶ **Stay seated and stay present.**
- ▶ **Consider proper Lighting**
- ▶ **If you are the host, stick around**



**Remember, You can disable your audio & Video anytime.
Do it, if needed.**

VIDEO CONFERENCING ETIQUETTE

Consider exercising these tips for your next virtual meeting or training session

PLAN AHEAD TO AVOID DISTRACTIONS

Carefully choose where you will take part in the virtual session to avoid distractions for you and your colleagues.

THINK POSITION

Position your camera at the top rim of the monitor in the center, or slightly left or right. By doing so, you will look the most natural.

BE AWARE OF LOCATION

Your surroundings are also on camera. Inappropriate decor or a messy space reflects poorly on you.

ELIMINATE BACKGROUND NOISE

If your system isn't on mute, be aware that everyone can hear you moving around—including rustling through papers, typing on your keyboard, coughing or tapping on your desk.

CONSIDER LIGHTING

You want to eliminate background light from windows so that you don't appear as a silhouette; however, a bright front light can be equally garish, causing bad shadowing. Experiment and see what light source positioning works the best.

SELECTIVELY MUTE

Avoid potential feedback by muting your microphone if you will not be speaking for a long period. Also mute your camera if you need to get up during the session.

PREPARE

Complete a test run before your meeting or training session starts to make sure all the equipment is working properly. This will ensure you can start and end the conference on time and keep everyone engaged from the beginning.

REMEMBER



HAVE HANDS ON EXPERIENCE & EXPLORE

LEARN FROM MISTAKES

IMPROVE



Q & A

TOASTMASTERS
INTERNATIONAL®

THANK YOU



Venkatesan K
District 116 – PR Manager
tm.kvenki@gmail.com



www.d116.org



district116



district116



Pavithra Philip
District 116 Admin. Manager



Raghavan Menon, DTM
District 116 Director

TOASTMASTERS
INTERNATIONAL®

THANK YOU



www.d116.org



district116



district116