

## Effective Zoom Meetings

To make the most of our virtual interaction, the ChildFund Alliance Secretariat has compiled the following tips for maximizing the efficiency of our CEO Forum via Zoom on 2, 3 and 4 June 2020.

### MEETING PREP

1. **Familiarize yourself with the basic Zoom platform**, if you have not used it already. You may join a test meeting to familiarize yourself with Zoom's features. Instructions on joining a test meeting may be found [here](#).
2. **Check your microphone and camera settings** prior to the call, to ensure that they are compatible with the Zoom platform and that volume levels are appropriately set. Instructions on testing audio and camera settings may be found [here](#).

### DURING THE MEETING

1. **Please put your microphone on mute** if you are not speaking. Doing so minimizes the amount of background noise present in the call, and eliminates disruptions.
2. **You may employ the chat function**, if you want to provide additional input, but do not want to interrupt the current speaker.

### TIPS FOR BETTER ENGAGEMENT

#### 1. Turn your camera on!

A virtual meeting does not have to be different from an in person meeting - with the camera; we can feel more connected to one another.

#### 2. Mute and unmute with the space bar

When you are called on to speak, you can avoid scrambling to click the microphone button. Rather, you can press and hold the spacebar to quickly mute and unmute your mic, right from your keyboard.

### 3. How to indicate your support during the meeting

Participants can place an icon such as a raised hand next to their name to communicate. Every participant will be able to see each other's feedback. Click Raise Hand in the controls on the top right corner of the screen. Click Lower Hand to lower it if needed.

### 4. Turn on gallery view

Gallery view lets you see everyone in the meeting at once, instead of just the person speaking. To turn that on, click the tab that says "Gallery view" in the top right corner.



Since the meeting has 49 or fewer attendees, you will be able to see all of their screens displayed on one page. If there are more, you will have the option to move between multiple pages. Change it back by clicking "Speaker view" in that same top right corner.

### 5. Share your screen

Share your screen for a Zoom meeting with other participants by clicking the Share screen icon on the toolbar at the bottom of the meeting screen. You will have the option to share your entire desktop, or just one of the windows you have open. Click the red Stop Share button at the top of the screen to go back to being a normal participant in the meeting.

## GETTING HELP

If you run into any trouble, contact Humberto Flaco, ChildFund Alliance's Program Administrative Assistant via email at [hflaco@childfundalliance.org](mailto:hflaco@childfundalliance.org) or via Skype at [humberto\\_flaco8](https://www.skype.com/people/humberto_flaco8).