Perfect Zoom Facilitation

Have a good internet connection

Create a separate what’s up group for support so people can reach out for personal tech issue

Show up 30 minutes before with presenter to test tech

Make sure that “remote support” is turned off if you want to use Breakout rooms - breakout rooms will not work otherwise

Get a list of breakout room exercises before the session so you can be prepared

Set breakout rooms before the activity starts / max 3 - 4 people each room to help conversations

Make sure everyone is on video

Make sure everyone is muted at the beginning

Start with music broadcasting from your laptop using sound sharing options in zoom

Give clear timings and keep sessions between 60-90 minutes max.

Always listen to the speaker so you can set up rooms and activities or mute/unmute people during the session

Give 10 - 5 - 2 - 1 - 0 time checks in the breakout rooms

If speaker has tech issues host needs to be ready to step in and keep the workshop running or have a few back - up activities

Direct people to breakout rooms if they cannot access it