

# How to Host a Simple, Live Virtual Event Using Zoom



## United Methodist Women Virtual Training Guidelines



**There comes a time when God gives us the opportunity to walk through new doors and reenvision the future by expanding and deepening our connection with each other.**



IMAGINE including 300–1,000 women in live virtual events that previously could only be attended by 50–200.

IMAGINE dramatically decreasing registration costs and expenses by eliminating transportation, accommodations and catering costs.

IMAGINE putting our commitment to climate justice into action by reducing carbon emissions because thousands of women are not traveling to our events.

IMAGINE creating deeper, direct relationships between local units, districts, conferences and the National Office through shared digital connections.

During this time when meeting in person might be unsafe, connecting our members through live virtual events is becoming possible as God calls us to move mission work into the 21st century.

**How can I set up and execute a live virtual event?  
*Remember—keep it simple and practice, practice, practice!***



zoom

Join a Meeting

Sign In

## VIRTUAL MEETING PLATFORMS

You may be aware of several available virtual meeting platforms. We recommend Zoom because it's easy to use, allows many participants, and offers advanced features. Google Hangouts is another option that is free to anyone with a Google account, but it doesn't have some of the added features that Zoom offers.

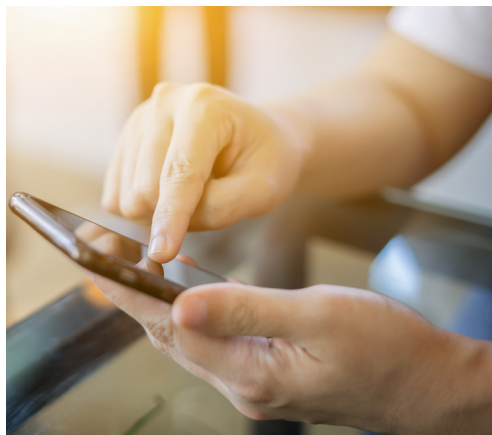
Below, you will find guidance on setting up and running Zoom meetings specifically.

### WHAT IS ZOOM?

Zoom ([zoom.us](https://zoom.us)) is a communications technology company that provides videotelephony and online chat services through a cloud-based, peer-to-peer software platform. It can be used for teleconferencing, telecommuting, distance education and socializing.

#### *What Devices Can I Use?*

A device (laptop, desktop, smartphone, or tablet) with an internet connection and a working camera and microphone is necessary to fully participate.



## ZOOM SETUP

A Zoom account is required for hosting (setting up and running) a meeting. Users do not need a Zoom account to attend a meeting, but all participants must have either downloaded the Zoom software (desktop or laptop) or app (mobile device).

**!** You must have an email address to set up your account.

**TIP** Visit [youtube.com/watch?v=a2FZD1d\\_yFQ](https://youtube.com/watch?v=a2FZD1d_yFQ) for a video from United Methodist Communications with tips on getting started with Zoom for worship and small groups.



## An Important Note About Credits and Copyright Permissions

As you plan and prepare for a virtual meeting please keep in mind: During any virtual event, recorded or not, all slides and documents using lyrics, poems, excerpts, songs, films, artwork and other publications must be properly credited and copyright permission must be obtained where appropriate.

While virtual events are easy to record and share, we ask you not to do so at this time. United Methodist Women is working on a guide for copyright permissions; when this is available, you will have the information you need to record and share meetings without violating copyright law.



## STEP 1:

### Purchase Your Account

*Which account is right for you?*

- **Basic (free)** Zoom plans can host unlimited meetings of any length, but only for two participants at a time. Once a third participant joins, Basic Zoom accounts support meetings of up to 40 minutes.
- **Zoom Pro** is the least expensive paid plan and allows unlimited meetings for up to 100 participants and nine hosts. (Having multiple hosts in a meeting can be helpful for using features like breakout rooms.)
- Each additional upgrade (to Zoom **Business** or **Enterprise**) allows for more participants and hosts, as well as some additional features.

Features such as polls, breakout rooms, chat boxes and screen sharing are available with any level plan. We suggest purchasing the least expensive plan to accommodate the maximum number of participants you anticipate.

**Plans and Pricing for Your Zoom Meetings:** [zoom.us/pricing](https://zoom.us/pricing)



## STEP 2:

### Become trained in Zoom

Zoom has a comprehensive support site offering video tutorials, support topics and live trainings.

**We recommend you complete the Zoom trainings.**

Visit [support.zoom.us](https://support.zoom.us) to get started. This will help you to learn the basics and maximize your experience. Consider registering for live trainings or accessing recent recordings.

**Here are some helpful links:**

**Getting Started:** [support.zoom.us/hc/en-us/categories/200101697](https://support.zoom.us/hc/en-us/categories/200101697)

**Frequently Asked Questions:** [support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions](https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions)

**Top 20 Zoom Resources:** [support.zoom.us/hc/en-us/articles/360042982391](https://support.zoom.us/hc/en-us/articles/360042982391)

**Joining a Meeting:** [support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting)



If you are struggling, **ASK FOR HELP.**  
Feel free to call the Zoom support hotline: 1.888.799.9666.



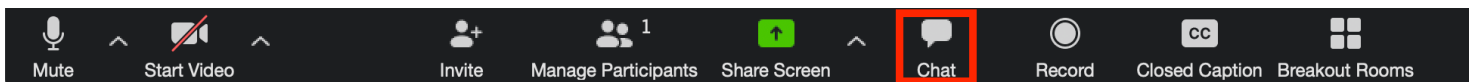
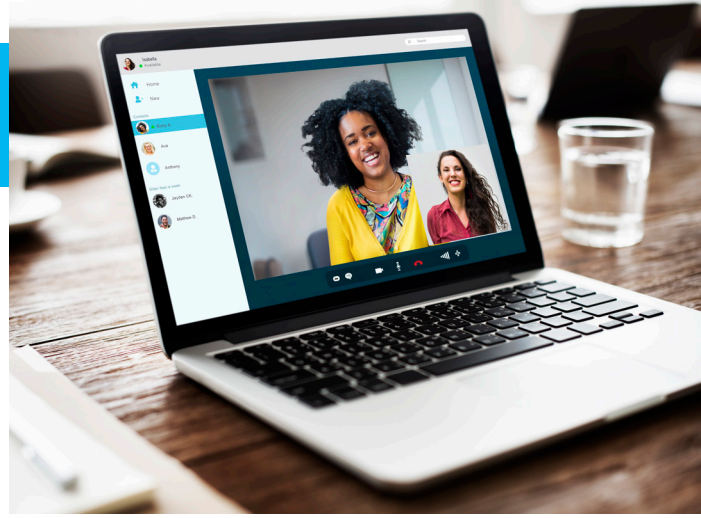
## STEP 3: Set Up a Meeting and Practice

### *Practice for Beginners*

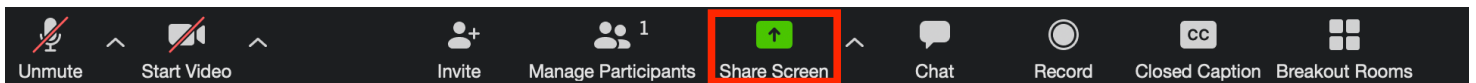
Now that you have gotten started and watched some basic tutorials, it's time to practice! Start by inviting a few participants to your first meeting so they can help you test out the basic controls. The goal is to get comfortable with basic Zoom functions and begin to feel at ease. Practice this more than once, possibly by using Zoom to connect with friends and family.

1. Download the Zoom app to your laptop, desktop, tablet or smartphone.
2. Schedule your first meeting.
3. Send the meeting link to participants.
4. Launch Zoom at the designated time or a little earlier.
5. Practice the following during the meeting:
  - a. Muting and unmuting yourself.
  - b. Muting and unmuting other participants.
  - c. Starting and stopping your video.
  - d. Changing the video layout (active speaker vs. gallery view).
  - e. Using the chat box.
  - f. Sharing your screen.

*Note: You can access many of these functions by using the tool bar below, which is located in your Zoom window.*



*Using the chat box.*



*Sharing your screen*

## ***Practice for Intermediate Users***

Now that you have had a few basic Zoom meetings, it's time to practice some of the more sophisticated features of Zoom. This will take a bit more planning and scheduling. You will need to invite a few more participants to fully practice these features (approximately six people).

### **Practice the following:**

- **Setting up a Zoom poll:** [support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings)  
Before the meeting, draft at least five to six trivia questions or poll questions (perhaps on United Methodist Women history or another fun topic) and set them up within the Zoom app or software before the meeting starts. During the meeting, launch these polls and have the participants answer. Show them the results on-screen after everyone has answered.
- **Using breakout rooms:** [support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms](https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms)  
A fun way to practice the breakout feature is by grouping participants into teams. Draft a few discussion questions in Microsoft Word or Google Docs to share on your screen with the full group of meeting participants. Divide participants into teams of two or three and send them into breakout rooms to discuss their answers. To do this, you can either manually assign teams in advance or you can have Zoom automatically assign participants into a predetermined number of breakout rooms. After the allotted time, reconvene and share answers.

## ***Practice for Advanced Users***

By now you are feeling more comfortable in Zoom and ready to test out a few additional options available to you.

### **Practice the following:**

- **Using the waiting room:** [support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room)  
Practice admitting people into your meeting one at a time. Before setting up your meeting, make sure the waiting room feature is enabled under the Settings section of your account. At the start of meeting, check the waiting room to see who is waiting to be admitted. Admit them one by one. This feature allows the meeting host to control when a participant joins the meeting.
- **Sharing the whiteboard:** [support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard](https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard)  
The whiteboard is an option under the "Share Screen" tab. Click on "Share Screen" and you will see a window called "Whiteboard" appear. Once you select this window you will be able to use the app's annotation tool. This is great for group collaborations, brainstorming and collective learning. Have participants take turns drawing and adding to the white board.

## **Additional Ideas:**

### **Remember to start small and keep it simple**

1. Start with the Basic (free) version while you practice. This will allow you to host meetings up to 40 minutes long.
2. Your practice meetings can be a mix of Zoom novices as well as seasoned hosts—a small group of close friends and colleagues learning together.
3. Practice with your leadership team first—this summer, practice using Zoom to conduct your team and district meetings. The more all leaders are familiar with virtual meetings, the better.
4. Zoom meetings are designed to be collaborative events, allowing all participants to share their screens, turn on their video and audio, and see who else is in attendance—but as host, it is your privilege and responsibility to maintain a group dynamic with minimal unnecessary disruptions. Practice enabling and disabling features, including exercising the “mute all” option.
5. Host a book study group with our Reading Program books. A study group can be a wonderful opportunity to practice using breakout rooms, as you can split participants into smaller groups for deep-dive discussions.
6. Run a simple game night. For example, Zoom charades is a fun way to get a little silly in the privacy of your own homes.
7. Set up a teatime or happy hour with friends. Socializing without an agenda is crucial for our mental health and emotional well-being, particularly during times of social distancing.

## **A FINAL NOTE**

With change comes opportunity. God has given us an opportunity to connect beyond District and Conference borders—but with this opportunity, we must learn and adapt. The key to becoming comfortable with any new technology is to practice over time. We hope this training resource will provide the support you need to get started. Make sure to keep it simple at first and practice often. Don't feel as though you have to get it right immediately. Be patient with yourself (and others) and know that the learning will come in stages. Also, be sure to have fun! Remember, this is a new opportunity for connection.