

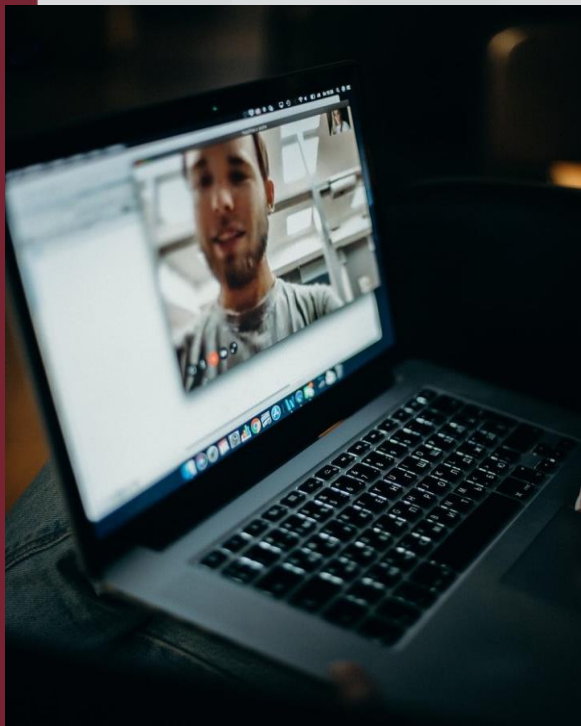


# How to Run Virtual Toastmaster Club Meetings on Zoom

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Professional Trainer/Coach

Presented by

**Bart Loeser**  
**Violetta Rios**  
**Calvin Wong**



# Our meeting options have changed drastically...



**From this**

**To this**





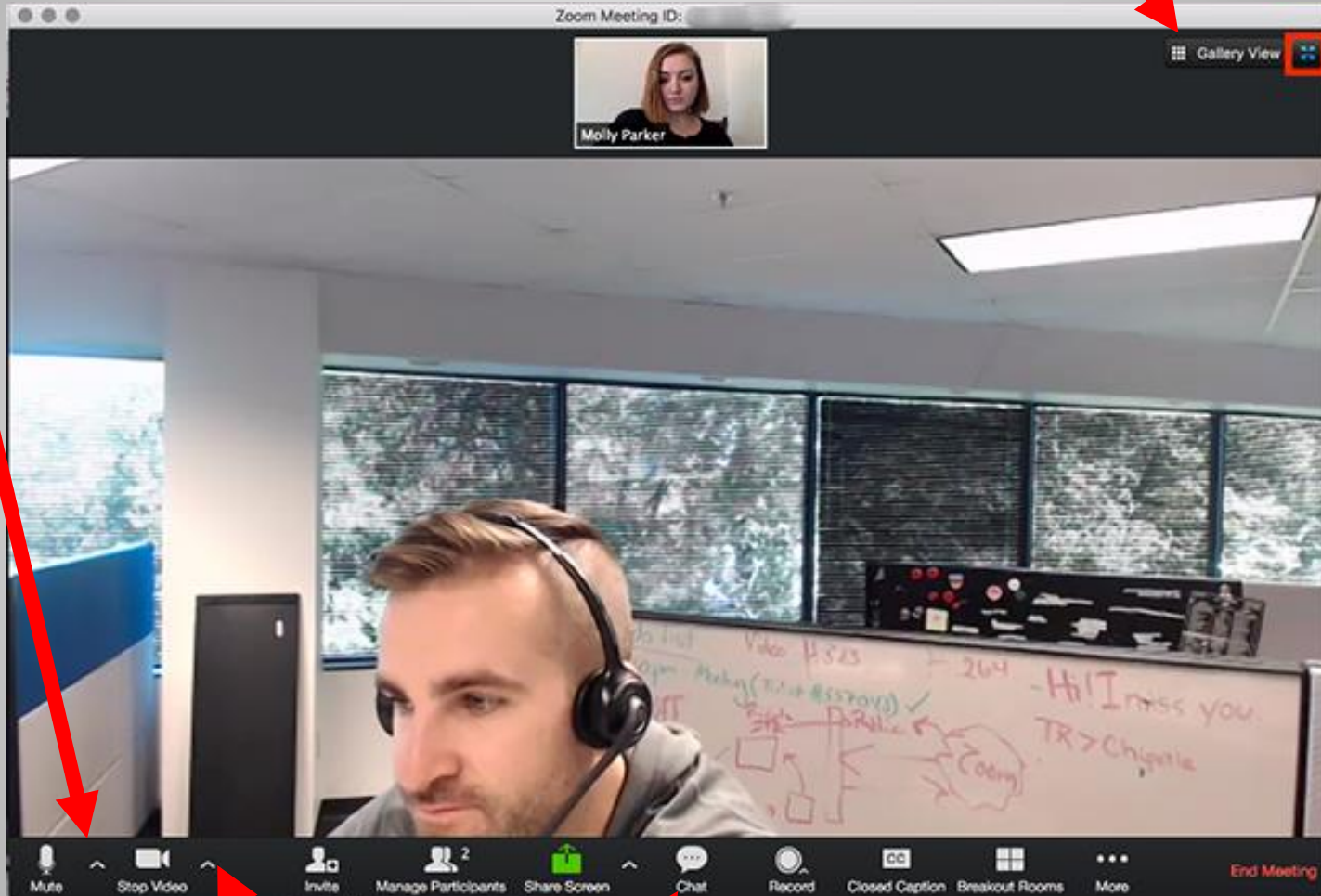
# We can learn to adapt to this new environment



If you can't hear us, click this arrow, and change the speaker. If none work, make sure you have your volume turned up 😊

Choose Gallery View or Speaker View to switch between different perspectives

Go here to make the picture bigger



Test your mic in the same place.

Make sure we can see you by choosing to turn on/off your videocam here (& other options)

Private message to Someone or a message to Everyone here. (If the chat bubble is lit up orange, click to see who's talking to you)



# Agenda For Tonight

- Get to know your Zoom tools
- Software decisions
- Meeting Enhancers
- Meeting Etiquette
- Troubleshooting





# Initial Club Decisions

## **Decide on virtual meeting software**

### **Ideas for all budgets**

- **Free software – limitations?**
- **\$15/mo Zoom Pro account**
- **Share someone else's Pro acct**
  - **Sgt-at-Arms responsibility**

## **Update your access**

- **camera, mic, computer**

## **Download Zoom software**



# Zoom Tools

**Audio controls – Test**

**Video controls**

**Virtual Backgrounds**

**Invite other (by email)**

**Share – practice for efficacy**

**Chat**

**Record – on computer or Cloud**

**Host Controls**

**Control Participants, Breakout Rooms...**

There are many resources out there. You might send your members some simple step-by-step instructions, such as this one (District 52 Online Meeting Guide)

## How to Join Meeting in Zoom

### 1. Download Zoom

Before joining a Zoom call, you must have downloaded the free software from: [www.zoom.com/download](http://www.zoom.com/download)

#### Zoom Client for Meetings

The web browser client will download automatically when you host or join your first Zoom meeting, and is also available for manual download here.

Download

Version 4.2.1 (2020-03-20)

For Mac or PC

#### Zoom Extension for Browsers

This Zoom Extension for Browsers allows you to host or join your Zoom meeting with a single click from your browser or within Google Calendar.



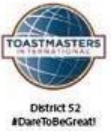
Chromebook or Tablets

#### Zoom Mobile Apps

Plan, join and control meetings anywhere you host. Instant red alert to lock resources or mute all users.

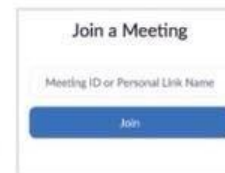


For Apple or Android Phones



### 2. Sign in and Join

After launching Zoom, click **Join a Meeting**. You can create a free account or join as a guest.



★ Consider creating a free account, which allows you to keep track of meetings and bookmark future meetings (i.e. recurring Toastmaster Meetings) in the account.

With your free account you can host your own Zoom meetings for up to 40 min.

### 3. Zoom Meeting Invitations How to Get into a Zoom Meeting

Our Zoom invites are sent by email and also posted on the District 52 calendar. To join, either click the Zoom Link or enter the Meeting ID.

Join URL: <https://zoom.us/j/493936163>



#### To Dial in by Phone

Call (669) 900-6883, then enter your Meeting ID at the prompt, followed by the #.



If the meeting has not already started and you join before the host, you will be prompted to enter the host key to start the meeting, or to press # to wait if you are participant. You will be prompted to enter your unique participant ID. Press # to skip.

#### Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

\*6 - Toggle mute/unmute      \*9 - Raise hand

### 4. Arrive Early? Test Your Audio!

If you try to join a meeting before the host joins, you will typically be asked to wait for the host. If you are on a computer, now is a good time to test your audio and make sure it is working properly.

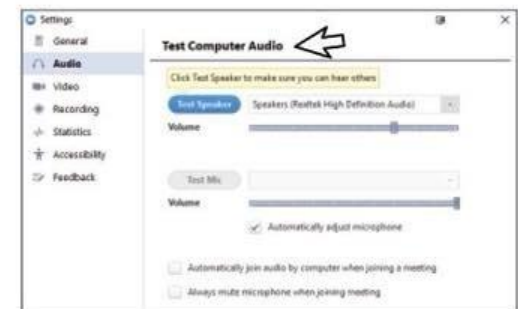
Please wait for the host to start this meeting.

Start: 3:00 PM

Gordon Rosemary's Zoom Meeting

If you are the host, please [click](#) to start this meeting.

Test Computer Audio





# Meeting Enhancers



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- **Mute everyone but speakers**
- **Unmute speakers quickly**
- **Eliminate intrusive noise**
- **Eliminate background distractions**

# Meeting Enhancers



- **Position camera for best view**
- **Adjust lighting (Goldilocks)**
- **Turn off camera only occasionally**
- **Never forget everyone can see you**

# Meeting Etiquette part 1

- Arrive early (and prepared)
- Don't talk over someone else
- Mute yourself when not speaking
- Clapping? Try “Jazz Hands”
- Don't multi-task  
(unless applicable)



# Meeting Etiquette part 2

- Remember eye contact & smile
- Give speaker your attention
- Use Speaker View often
- Be aware of Chat Room activity





# Takeaways

- Practice using the Tools
- Take advantage of the resources (**Zoom.us**)
- Use your vocal & visual elements
- Stay mindful to enhance the experience
- Decide on and follow agreed etiquette
- Have a member know to Troubleshoot



# Troubleshooting

## **Unstable/Weak WiFi connection**

- **Try ethernet (wired) connect**
- **Use Zoom on phone**
- **Careful about double audio**

## **Virtual Background issues**

- **Only for up to date OS**
  
- **??? –**

# Troubleshooting



## Audio Echo

1. A participant has both the computer and telephone audio active
2. > 1 Participant with computer or telephones speakers too close together
3. Multiple computer with active audio in the same conference room

# Online Impact on Roles?



- **Toastmaster**
  - Diminish lag time between speaking with chat about theme
  - Keep the energy high
  - Unmute people quickly
- **General Evaluator** – no change
- **Vote Counter** – use private chat



# Timer Role



- Signal when someone has reached their minimum, maximum and midpoint between the two
  - post in **Chat** to Everyone/Private mssg?
  - Hold up colored sign with word for Green, Yellow, Red so that speaker can visibly monitor the Timer
- Keep Track of total Times for report
- Report on Timing for each speaker
- Discuss online role issues?



# WAG (Wordmaster, Ah-Counter, Grammarian)

- Choose word-of-the-day (post in **Chat?**)
- Keep Track of
  - Use of word-of-the-day
  - Crutch words/sounds
  - Comment on grammar/word usage
- Suggestion: pin the WAG window for each speaker and hold up a sign for each Um, Ah, So, etc.
- Discuss online role issues?



# Evaluator

- Gather info early from speaker
- Save evaluation form on computer before meeting
- Can write notes during speech directly via computer
- Use form to deliver evaluation
- Send completed form to speaker to store in their E-Portfolio
- Discuss online role issues?



# Add a “ZoomMeister”

- Feedback on participant body language
- Feedback on participant lighting
- Sound quality for participants
- Transitions between speakers
- Comment on Creativity

Questions?





# Thanks for your Participation

Please consider sending some feedback  
for improving the sessions:

[tmBartLoeser@gmail.com](mailto:tmBartLoeser@gmail.com)

**Continuing Educ. Classes: [TMD55.org](http://TMD55.org)**

2<sup>nd</sup> Tuesdays – Speech Preparation and Delivery

3<sup>rd</sup> Tuesdays – Evaluations and Table Topics

4<sup>th</sup> Thursdays – Speech Writing Made Easy