

Tips and Etiquette for Zoom Meeting Hosts

- Suggest you consider using several people to help facilitate larger meetings
 - Host – schedules and opens the meeting; sets the protocol (i.e., all participants muted, “raise hand” for questions or comments, when asked to do so, unmute yourself to ask question/comment)
 - Co-Host – monitors “raised hands” and brings them to the attention of the speaker at the appropriate time
 - Speaker – Leads the meeting and “hands off” to other speakers/officers as needed. Share screen if there is a presentation.
 - Remember to give a copy of your shared file to one of the Co-hosts . . . just in case!
- For Guilds, we suggest you form a “Virtual Meeting” committee to serve as your planning and support team.
- If you intend to record the event, ensure that all participants are aware beforehand, or at the start of the meeting.
- Prepare materials in advance. If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins. Also ensure that one of your co-hosts has a copy as well.
- Anticipate unexpected outcomes, such as physical or technical interruptions, with patience.
- Some tips for using:
 - **Raised Hands** – As people raise their hands they pop to the top (below host and co-hosts) in the order that they raise their hands. Enables you to walk through their questions/comments in order received. When that person has been answered, just click on the blue hand to make it disappear.
 - **Chat** – works the same way; comments are recorded in order received
 - **Polling** – Can be created in the moment by the host or co-host, but it’s easier if you plan ahead and have it ready.

Don’t Make Private Meetings Public

Distribute your ZOOM meeting link only to those individuals who will be attending your meeting. If you share your meeting link on social media or other public platforms, anyone who sees the link will be able to join your meeting (unless you set a password for your meeting and share that privately with attendees). That includes trolls, who can then share or post inappropriate or offensive material (“zoombombing”).

- **Note:** If a Zoombomber disrupts your meeting, please [report it to Zoom](#) with “Zoombombing” as the subject. Include the date, time, meeting ID, and any other relevant information.