

# HOSTING A ZOOM MEETING

## Standard Operating Procedures

(Note: there is a separate technical ZOOM SOP)

### AAUW CA Online Branch

#### RESPONSIBILITIES BEFORE THE CALL

1. Send a meeting reminder with the link one week before the meeting. In the reminder, tell them that the Zoom link will be sent again the day before the meeting.
2. Send the same message the day before the meeting.
3. Optional: Send a reminder, with the link again, one hour before the meeting.

#### RESPONSIBILITIES DURING THE CALL

1. As the Host, think of yourself as the host of an event in your home. You need to supervise the meeting and you need to make each person feel welcome and that they all get a chance to speak.
2. As people enter, greet them. If this means interrupting someone, excuse yourself and do it, then apologize to the person you interrupted and ask them to finish their thought.
3. Encourage the early participants to talk. But **always welcome new people when they join.**
4. Once you feel it is time to start the meeting, take control of the conversation. Remind the participants of basic call protocols.
  - A. All participants need to mute themselves as appropriate.
  - B. If a participant moves or eats, they should turn off their camera.
  - C. If a participant takes a drink, they do not need to turn off their camera.
  - D. Before the call, decide how questions or comments may be addressed. Do you want participants to raise their hand using the zoom option, or put their questions or comments in the chat?  
Will you answer questions during the presentation or at the end?  
**Make sure how to ask questions and when they will be answered is explained before the presentation begins.**
5. You may want to ask a person that you know and can work with to be a co-host. This person will point out if someone has their hand raised or if there is a question in the chat. They would do this either during the call or at the end of the call, depending on how you choose to run the call. The co-host would help make people feel welcome and that they will get a chance to speak.
6. **ALWAYS READ THE ROOM!** Consider the purpose of the call, is it to get things done, share information and lead discussion, or just have a fun time? Either way, as the host, please do not let someone dominate the conversation. If that person dominating is the main presenter or running the meeting, that is different.

GMS

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