**Participant Notes for Conduct of Virtual Meetings at Reigate Circle, Province 19**

Zoom

We are using Zoom Cloud Pro video conferencing, a proven and widely used system. There have been some security concerns in the press recently and we have implemented the resulting recommendations. The meeting will be password protected and each participant will be admitted through a waiting room controlled by the host. The meeting will not be recorded.

Visitors

Visitors are most welcome. Please email Bro VP David Thorpe ([davidthorp14@yahoo.co.uk](mailto:davidthorp14@yahoo.co.uk)) and Bro Secretary Mark Allanson ([mardenn7@ntlworld.com](mailto:mardenn7@ntlworld.com)) by 6pm on the day of the meeting to advise you are attending and if you have any AOB to raise so that we can announce and greet you. We will endeavour to identify the most appropriate person to respond on behalf of the Visitors.

How to Join the Meeting

There will be a link and meeting ID and password sent with the invitation mail. The link has the meeting ID and password embedded in it so you won’t need those details if joining using the link.

If you wish to join from a tablet or phone, you need to download the Zoom Cloud Meetings app first from App Store/Google Play. Once the app is installed (a one-time task) you can touch on the link and it will take you straight in, or you can open the app and use the meeting ID and password.

If using a PC or laptop, you just need to click the link.

You join the meeting using computer audio (ie not by dialling in separately with a phone).

Please note that you do not need to set up a Zoom account to join the meeting. If you do decide to set up your own account, Zoom Basic is free and more than adequate for most purposes.

**Very important**: please set your display name (set up in your Zoom profile or when entering the meeting) to include your actual name (not “Mary’s iPad 2”, “iPhone 5” or the like), title (if an Officer) and Circle (if you are a Visitor) before joining the meeting.

Some Practical Tips

[I found both Zoom support](https://support.zoom.us/hc/en-us?_ga=2.6840379.828472616.1586717173-688586408.1585162546) and the following helpful when I was getting used to the system:

* the most important single function in a video conference is the mute and unmute command. All participants but the speaker should be on mute at all times. This is really important as the sound quality problems, interference and distraction by even having one participant unmuted can spoil people’s enjoyment of a meeting. Just one cough or shuffle can cut off the main speaker if one is not on mute, very distracting, especially if a lot of people were doing the same! If at any time you need to speak, please unmute – speak – then mute again. Use the Zoom function to do this please, not any other controls you may have.
* try it out in advance so that all the basic operations become familiar – please let us know if you would like any advice or help doing this.
* test audio (microphone and speaker) and video using the settings menu. If you have a headset or earphones to listen to sound rather than just using the speakers this can be helpful in reducing echo and other audio problems, especially for anyone who has any significant speaking role. If you don’t have a headset or earphones, please have the volume on the audio as low as you can manage it.
* remember that the picture you see of yourself is what the whole group will see. It makes the video conference better if you take some time working out how to set up your camera so that your face fills a good part of the frame, is well lit and is easily seen and that there is nothing that could cause embarrassment or offence in view in the background – it is surprising how often people don’t do this!
* The meeting can be viewed either in “Speaker View” where only the current speaker is shown, or “Gallery View” where you can see everyone. In Gallery View the current speaker is outlined in yellow.

Meeting Etiquette

Firstly and most importantly, please be sure to know how to mute and unmute using the Zoom controls. Everyone but the speaker should be on mute at all times, including during prayers. The meeting host can mute and unmute people too, but it is best and really important if each participant does this themselves.

Brother Treasurer will speak the prayer responses on behalf of all the Brothers. Please do not unmute yourself to say prayer responses, for the same reason as already mentioned.

The Zoom will be open from 715pm for people to foregather and have a chat ahead of the start of the actual meeting if they choose. Please join the meeting by no later than 5 minutes before the scheduled start. We will aim to start exactly on time at 745pm, in a very un-Catenian way!

If you wish to speak, please unmute, then raise your hand so it is clearly visible and we will do our best to invite you to speak.

The sign of peace will be done by a nod or wave, or indeed any form that you prefer.

Although this is quite hard to do in practice, when talking it is best to look directly into your device's camera lens. It's akin to giving eye contact to your audience. Looking elsewhere will be distracting for other Brothers watching you.

Our dress code for Circle meetings is smart casual.

When the formal part of the meeting is finished, we will unmute everyone and we can all chat over a drink or too, if people so choose. At our April meeting, lots of people did this and it worked well.

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**Zoom Operation by Device – Some Key Tricks (more to follow!)**

All devices

It is well worth testing different audio and video (eg headsets, microphones, webcams, tablet vs notebook etc. [I found Zoom support](https://support.zoom.us/hc/en-us?_ga=2.6840379.828472616.1586717173-688586408.1585162546) brilliant for helping with that.

PC/Laptop

When on mute, you can unmute yourself by holding down the space bar as you talk. When you release the spacebar, it will remute you. This is very convenient.

iPhone/iPad (Android devices are probably similar)

I found it really helpful to have Zoom controls (eg mute/unmute) displayed continuously during meetings. To do this, go into Zoom App then Settings – Meetings the scroll down to set Always Show Meeting Controls” to green.

It is very helpful for meeting organiser if you as participant have your correct display name. This is what other participants will see during the call. Depending on who owns and set up the device originally, it will often default to something unhelpful like “Mary’s iPad 2”, “iPhone 5”. If you have a Zoom account, to show your correct display name, go into Zoom App, then Your name > the Display Name and Save. If you don’t have an account, you can do it as you enter the meeting.