**The Steps we Took to Set Up our First Virtual Meeting at Reigate Circle, Province 19**

* Decided on Zoom as the best platform. It is fantastic for large groups, with good sound quality, reasonable cost, low bandwith requirements (it will run on 3G and 4G if no wifi available), very wide adoption meaning a lot of people are familiar with it, no need for participants to have an account and now with security issues raised in April dealt with.
* Zoom Pro (not Zoom Basic) was chosen as it gives unlimited meeting length at a modest cost (£14 per month). I have subscribed for this for my personal use, and this is the account we are using for our Circle calls. Note that this licence is for one person only to host. However others can sign in with my credentials as long as only one meeting is being hosted at any one time.
* Carefully went through entire meeting procedure to identify things that would need to be done differently, and reworked our meeting script accordingly. Province 19 had also done a script which was helpful, as well as confirming their view that installation of Offices could be done in a virtual meeting in these exceptional circumstances.
* Conducted several open house meetings, which we published by mail and on the new Circle Whatsapp group, under which I hosted a meeting for an hour and anyone could drop in to test their connection, try it out etc
* Did a number of one-on-ones with people inside and outside the Circle who were having particular issues in connecting – various Brothers and wives helped with this, including some pooling of key peripherals.
* Conducted a test run with President, President-Elect and Treasurer running through the whole Circle meeting script, duly abbreviated
* Conducted a full scale test run the day before the meeting with all the key speakers at the meeting, invited everyone in Circle to join and some Visitors, again duly abbreviated. We had about 15 participants in that.
* Recreated the Book of the Dead as that is inaccessible to us
* For this our inaugural virtual meeting, I sent meeting invitations/Zoom links to those who had expressed interest direct, Province 19 Presidents and Provincial Secretary, inviting them to forward onto anyone else who they thought might be interested. Future meetings will be advertised using normal channels.
* We asked Visitors to email us first if they planned to participate and to tell us any AOB items they wished to raise but (so as not to discourage anyone) we did not make that a requirement. Going forward, though, for good order and to simplify admin we will invite Visitors to email us by say 6pm on the day of the meeting, and then send Zoom links to them.
* A benefit of all the testing was that we each felt reasonably confident with Zoom itself as well as our own technology.