Düsseldorfer Toastmasters – Tipps for Online-Meetings

Our Online-Meetings are organized via **ZOOM**. You can use ZOOM on your desktop computer or mobile via tablet or smartphone. For IOS and Android there is an app called **Zoom Cloud Meetings**.

Link for your desktop computer: https://zoom.us.

If you are using ZOOM for the first time, a **small installation** on your desktop computer or the installation of the app on your mobile device is required. Some users need to restart their PC after installing ZOOM!

Our meetings will always use the same Meeting-ID: **211-126-2010** password **797673**

The number is easy to remember:
  - 211 for the Düsseldorf area code
  - 126 is the house number of our clubroom in Münsterstraße
  - 2010 is the year of our foundation plus 5
    (sorry, I thought it was our 10th anniversary this year, but its already the 15th ;-)).

You can join the meeting at the URL

https://zoom.us/j/2111262010?pwd=MXp4dm5WbTB4RFQ2Vi9KSWp2akxrUT09

or by clicking **Join Meeting** in the Zoom application and entering the meeting ID and password above.

We'll always open the meeting room half an hour before the club evening starts, usually at 7 p.m.

Here are a few tips and hints:

- For the technical control of the meetings we now always have a **meeting manager** and a **co-meeting-manager** in addition to the toastmaster of the evening.
- Logon a little early to ensure the technology is cooperation for your audio and video. Please register with your **correct first and last name**.
- In case you haven't registered with your correct name, please change it: Click on your picture or your name in the list of the participants with the right mouse button, "rename"
  Mobile device: touch "Participants", touch yourself, "rename".
- The **agenda** of our online meetings is basically the same as we know from our personal meetings. Even the 10-minute **break** remains.
- **Mute** yourself when you aren't talking. Remember to unmute when you want to talk.
  Tip: Use the **space bar** to activate your microphone for a short time.
- Clapping is difficult. We would all have to unmute ourselves first and and then mute again, and it could be very loud and unpleasant for those using headsets. But we can **clap our hands silently** (near to the camera) and smile ☺.
- For our **personal feedback** we use the **chat-function**. We will allow one minute of silence after each speaker so that you can write any evaluative comments in the chat to send to the speaker. Please write only to that speaker - not to all of us ;-).
  to open the chat: Move your mouse to the bottom of the Zoom-Window, a bar with icons will appear, e.g. chat and reactions.

- Chat on your iPad: participants – chat - „send to"
- Please do **not record** the meeting! Even if we are meeting online now, the speech of every single person belongs to their private data!
- Please turn and leave your video on (if technically possible). We all prefer talking in front of an audience that we can see, and not in front of 30 black boxes...
  If this is technically not possible (e.g. of less internet performance), please try to create your own account (free of charge) at Zoom and upload a photo. Then we can at least see your photo.
- - and... as an appreciation to the speakers, please behave in our online meetings as you would do in a face-to-face meeting: stay to the end, stay seated during the speeches and do not run around in your flat, have dinner before or after, not during the meeting.
  You would not do that in Münsterstraße either ;-).
- Be patient with technical glitches and human error. **Smile** ☺.

Additionally, here are some tips and **advice for speakers** and all those who take a role in a meeting.

- We'll always open the meeting **room half an hour before** the club evening starts, usually at 7 p.m. **Log-on a little early** to ensure the technology is cooperating for your audio and video. Also the toastmasters of the evening can see you're there.
- As a **speaker**, check Easyspeak to see who is your eveluator. Get in touch with him and send him your **evaluation form** by e-mail. Easyspeak offers the function "email", but you cannot send an attachment. Please discuss this individually.
- When you register, please **write your role in brackets** after your name. This makes it easier for everyone to find you and follow the agenda.
- As an **evaluator**, contact the speaker in advance so that he or she can send you the evaluation form. After the meeting, please send the completed evaluation form back to the speaker.
- To send the evaluation form the the speaker, youcound use a „**scan-app**" on your mobile, such as Adobe Scan or Scanbot.
- **Light**: a discreet light between the camera and you would be fine. Very unfavorable is a light source (e.g. window) in your back or direct backlight. Additionally you may customize your webcam's brightness and white balance settings if the automatic setting is too dark or produces uncomfortably color results. (see the FAQ for details).
- **Eye contact:** If you are presenting, look at the camera for most of your presentation. That's how you make eye contact.
- The view to the notes next to the screen will be noticed…
- You'll receive **feedback** from the other participants via private chat. You'll be able to save the messages in the end of the meeting.
- Actually a **matter of course**: presentable clothing, bathroom stop prior to logging in, have some water available in case you get thirsty, consider your background (a messy kitchen is distracting ;-)), mute your cell phone, if you aren't using is to call in.
- Before the meeting, consider whether you want to sit or stand, and set up light and camera accordingly. Are you close enough to the microphone? The experience shows, that your speech has more effect to your audience when you are standing – even in online-meetings.

- Virtual backgrounds are possible in zoom and have sometimes a very good effect. However, depending on light conditions and the "real" background it is often difficult, arm movements blur... we rather advise against it.
- Equally difficult are Powerpoint presentations, because we won't be able to see you as a speaker. Better are props, which you take into your hand.
- The timekeeper will change his background to green - yellow - red. Additionally he writes the color into your private chat.
- By the way: you can try your technique at any time on a zoom test page: http://zoom.us/test.

If something doesn't work, take a look at our separate document FAQ.
Here you will find ideas for solutions to all difficulties that have arisen so far.

For all questions about Zoom and our online meetings please contact us at
zoom@duesseldorfer-toastmasters.de

We are looking forward to seeing you ☺