



# Basics of Running a Zoom Virtual Meeting

An online training hosted by Lions Clubs International



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Account Lead, Brand and  
Marketing Strategy

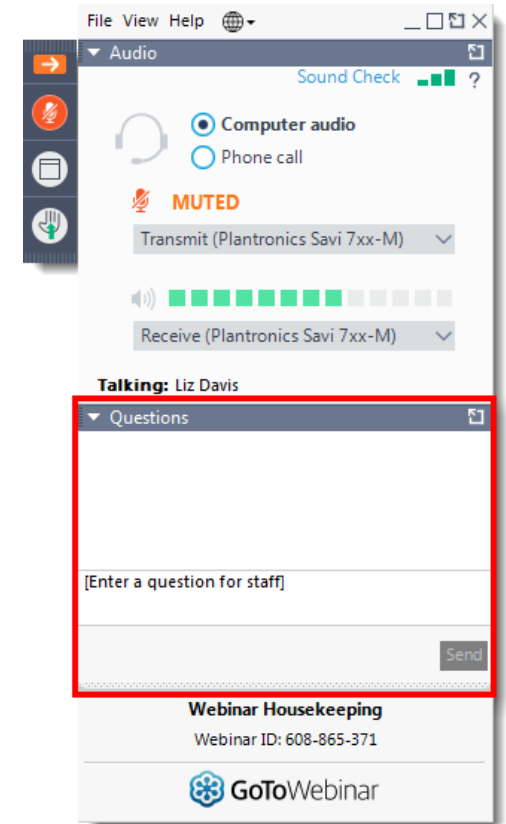
# Important information about this webinar

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This webinar is being recorded; the recording and PowerPoint will be available afterward.

Your microphone has been **muted** and will remain so for the duration of this webinar.

**Have a question?** Submit it using the “Questions” tab located in the sidebar.



# Agenda

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- ▶ Best practices for hosting a virtual meeting
- ▶ Hosting a Zoom virtual meeting
- ▶ Questions and next steps

**Quick poll:**  
**Have you used Zoom before?**

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# Best practices for hosting a virtual meeting

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# Tips for holding an online meeting

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Meeting virtually may be a new experience for some Lions and is an exciting opportunity to use technology to continue vital club functions and outreach.

Below are a few virtual meeting best practices that can help make each event successful.

## Prepare in advance of the meeting

- Schedule the event 1-2 weeks prior to announcing.
- Conduct a meeting dry-run through.
- Login early to the live meeting.

## List important information

- Have an introduction slide answering common questions such as, “Will this be recorded?” and “How do I submit a question during the meeting?”
- Include screenshots where applicable.

## Encourage interaction

- If applicable, ask everyone to introduce themselves.
- Pose relevant questions during the meeting.

## Follow up with meeting participants

- Set expectations for the next communication.
- Send the recording, meeting notes, and other relevant next-steps.

# Many ways to meet virtually

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*Important note: Lions Clubs International does not endorse using any one software application for hosting virtual meetings.*

Below is a list of applications that are available to use:

- [Zoom](#)
- [Microsoft Teams](#)
- [GoToMeeting](#)
- [Skype](#)





# Hosting a Zoom virtual meeting

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# Zoom safety and security

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This webinar will walk-through how to run a Zoom meeting on the **free version** of the software.

To help prevent “Zoom bombing,” or when an unauthorized attendee attempts to join your meeting, please follow the below guidelines:

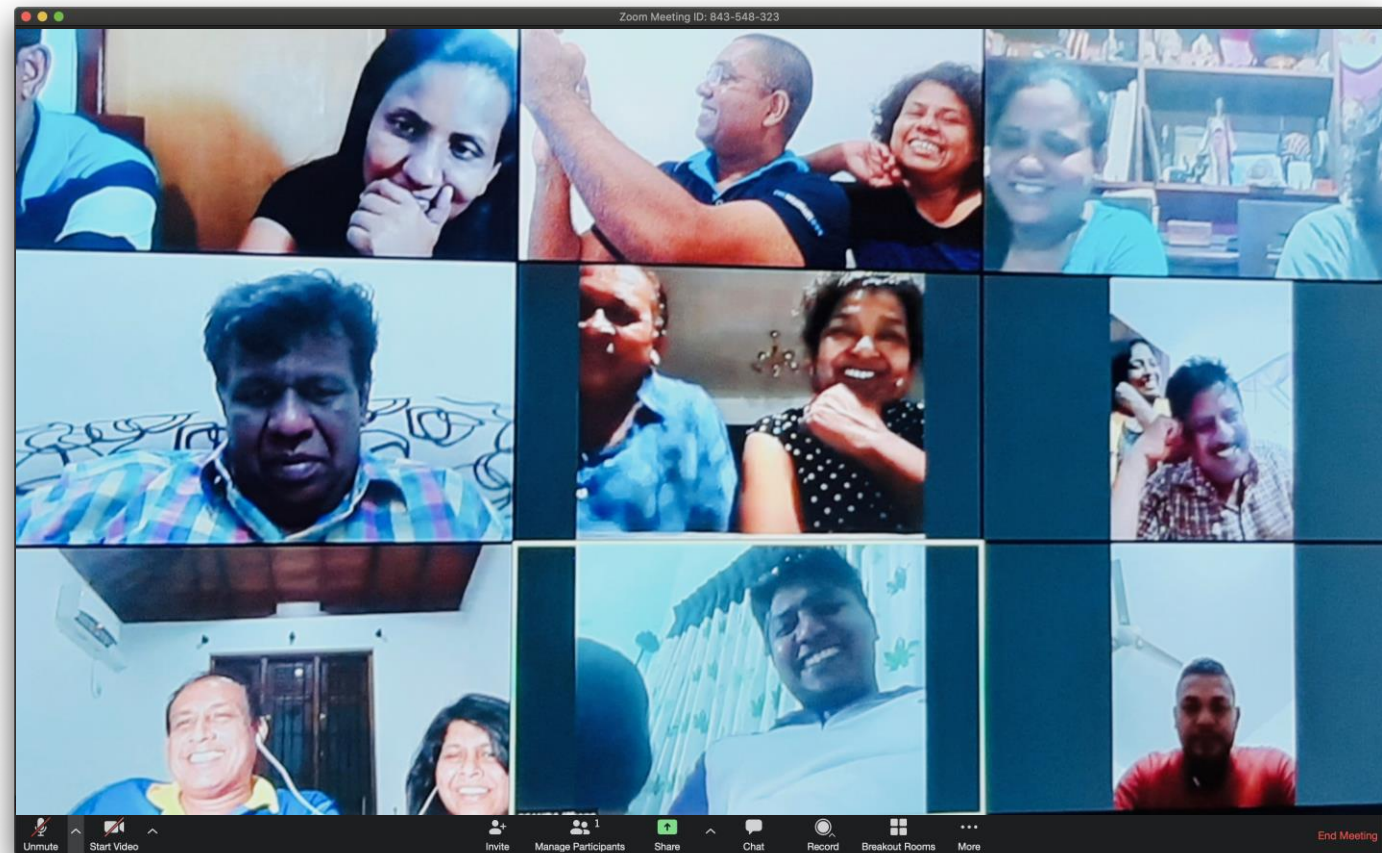
- **Do not** post your Zoom meeting link publicly
- **Do not** give up control of your screen
- Only allow **pre-approved users** to join the meeting
- Use the **Zoom waiting room** to approve each participant

For more information about keeping your meeting secure, [see this link.](#)



# Zoom software walk-through

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# Additional virtual meeting resources

## [Zoom best practices and resources](#)

Zoom trainings and reference guides, event best practices, and standard housekeeping slides.

## [12 tips for hosting a virtual meeting](#)

Forbes article featuring relevant information for hosting an online event.

## [Video conference software overview](#)

TechRadar article reviewing and comparing several software solutions for hosting a virtual meeting.

## [Tips for hosting a successful virtual meeting](#)

Lions Clubs International blog post featuring helpful advice to review before hosting your online event.



# Questions?

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# Next steps

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- Webinar recording and PowerPoint will available soon
- Any additional questions should be directed to Zoom's [customer service](#)
- Stay tuned for more online events!







Thank You