Zoom Expectations for Facilitators

- **Before your first class session—** Please attend Zoom training as a facilitator, inform participants of options for getting Zoom training, including Technology Committee offerings, and links available on the OLLI website.

- **Use BCC for sending emails to class participants if you do not have participants permission to share their email-** if you don't know how to do this, contact the Technology Committee.

- **Begin your session at least 15 minutes early—**This will allow for time to have social interactions and for any technical problems to be identified and resolved.

- **Establish ground rules---**Most facilitators ask that all participants mute their microphone when not speaking, raise their name card or hand to speak, how the Chat might be used, answer only one question when called upon and be brief so others will have a chance to participate. OLLI encourages but does not require participants to be connected by video. To avoid talking over each other, the facilitator should call on each speaker.

- **For discussion classes ask participants to jot some notes before class—**this will help all to be prepared to participate and to be more succinct and stay on topic. Insure that no one person dominates the discussion.

- **Have a co-host in each session—** If you do not have a co-facilitator or a technology person in your class, you can ask someone in the class to serve as co-host. This gives you the advantage for having help with admitting people, seeing chats, raised hands, etc.

- **Avoid any kind of distractions while hosting—**Be sure your phone is on mute, that there is no background noise, no eating, no interruptions from family, no moving around, swiveling or rocking your chair. If your computer will support a non-distracting, appropriate virtual background, put one on to avoid distractions in your room. If you need help to do this, a technology person will assist you.

- **Moving discussions along-** develop a method to help class participants complete their input quickly, suggestions include ringing a singing bowl, bell or chime. Inform class of this approach.

- **If you include breaks –** request everyone turn off their microphones and cameras.

- **Your screen presence represents OLLI –** consider your dress, lighting, and environment.

- **Ending a meeting –** as a host, you have the ability to end the meeting for all, please announce your intention before ending the meeting.

Draft by MaryAnn Schaffer, Bill Maxwell and Becky Gunn, Curriculum Committee