Best Practices for a Successful Expo Live Meeting on Zoom 2022

Updated 1/31/2022

Settings and Safety Measures

This advice is for exhibitors who wish to host live meetings in their booths during the NW Youth Careers Expo on March 15 & 16, 2022. These meetings are optional for exhibitors and in addition to the Chat feature in each booth.

- **Decide on the time and content for your meeting.** Some options might include, but are not limited to:
  - *Tours of facilities, offices or worksites*
  - *Moderated panel discussions*
  - *Demonstrations of skills or tools*
- **Set up your meeting.** We strongly suggest using Zoom, as students are most familiar with this platform and allows students to launch the platform from a browser.
  - If you do not have an account with Zoom, you may create a free account for group meetings. Note that free accounts will be limited to 40 minutes and <100 participants.
- **Plan for safety:** If you host a live talk as part of the Expo, we require that you have at least two adult representatives from your organization present. This is aligned with best practices around volunteer and student safety. No 1-on-1 interactions with students are permitted; thank you for understanding. Understand Zoom settings and features to prevent Zoombombing. We strongly encourage you to enable a waiting room.
- **Share your meeting within your booth.** Use the "Content Links" in the Booth Setup to create a link to your meeting invite right from your booth. Also, add the times and content in the "Booth Description" so students can see what you plan to offer and when.
  - For example: *March 16, 2-2:30 PM – Join us for a live chat and demonstration of welding tools and tips to get started in a career in manufacturing!*
- **Let PWA know.** Share your talk topic and times with PWA by email (expo@portlandworkforcealliance.org) so we can help promote it.

Safety and security settings for your session

Enable Waiting Room. A "Waiting Room" allows you to admit students when you're ready. This setting is set within your account before the meeting.

1. Login to your account.
2. Click "Settings"
3. Security settings are under the Meeting tab
4. Toggle on " Waiting Room"

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

5. Scroll down and confirm "Allow participants to join before host" is off.

Allow participants to join before host

Allow participants to join the meeting before the host arrives
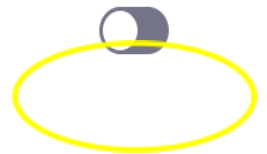
Note: The host or co-host will need to "admit" students into the talk once the meeting has started. Assume all attendees are students or educators. If an account looks suspicious, use your best judgment for admittance.

Once your meeting has started, you can see who is in the Waiting Room by clicking on Participants at the bottom of the screen. This will open the participants window; select participants to admit or admit all.
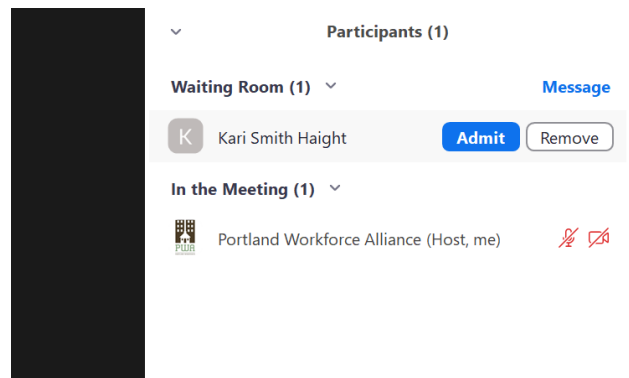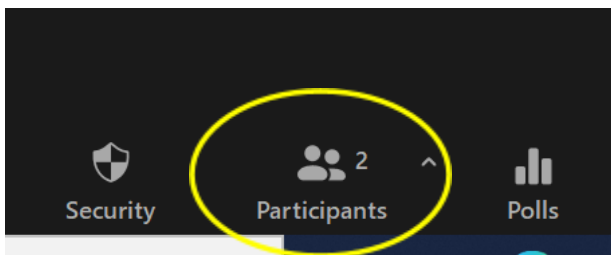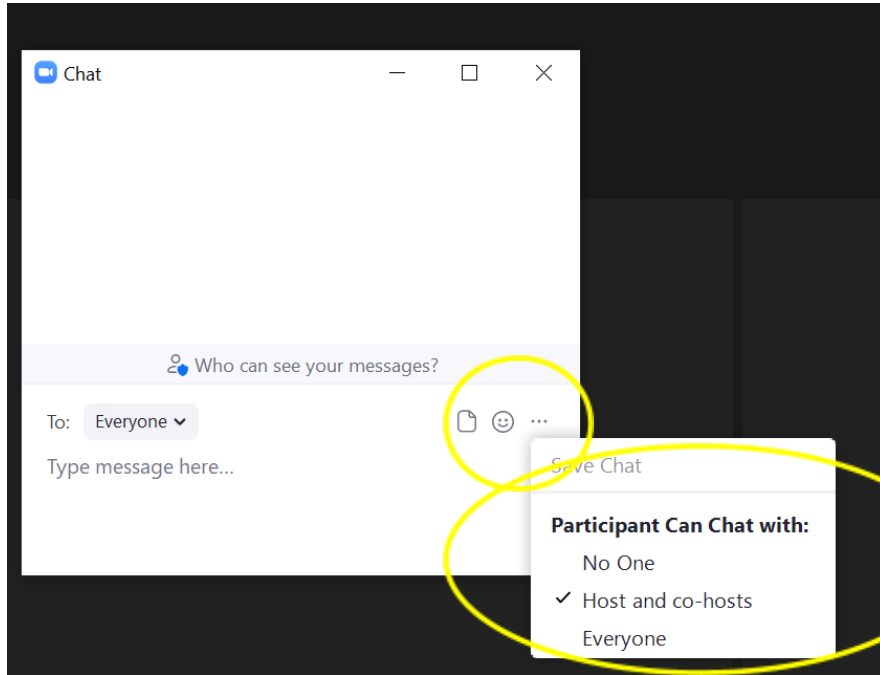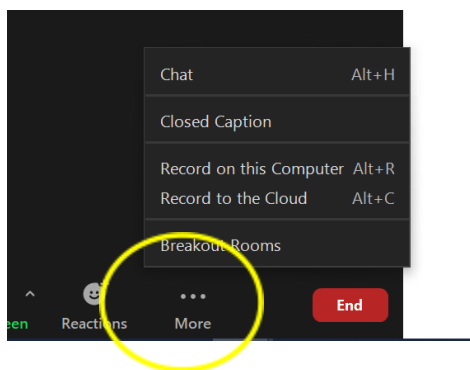
Chat

Recommended Option: Limit your chat. Use the settings within Zoom to ensure that questions/comments are sent only to the host and not posted publicly. (This is intended to prevent attendees from posting disparaging or inappropriate content.) We encourage you to repeat the questions/comments when you respond in the chat or answer them verbally during the meeting.

Once you have started your meeting, you can limit chat to the host only.
- Select the chat feature
- Click on the three dots
- Select Host and co-hosts

Once the meeting has started, if the chat function does not appear at the bottom of the screen, find it by clicking on "…" at the bottom of your screen.

Disabled Chat

Alternate option: Though we recommend you maintain a chat, you also can disable your chat altogether when you create/edit your meeting. (Please note, if you turn off the chat for the meeting in Settings when setting up your meeting, no chat, not even to the host, will be allowed. Check this setting before your meeting.)

Screen sharing

If you plan to share your screen during a meeting, please be aware of these additional settings for screen sharing and annotations.

If you plan to share a video or sound recording, check the two boxes below the screen sharing view. By default they are unchecked - "Share sound" and "Optimize for video clip."

Once a host has started screen sharing, uncheck "Annotate on Shared Content." (You can do this after you start the meeting but before attendees arrive, if you want to "set it and forget it.")
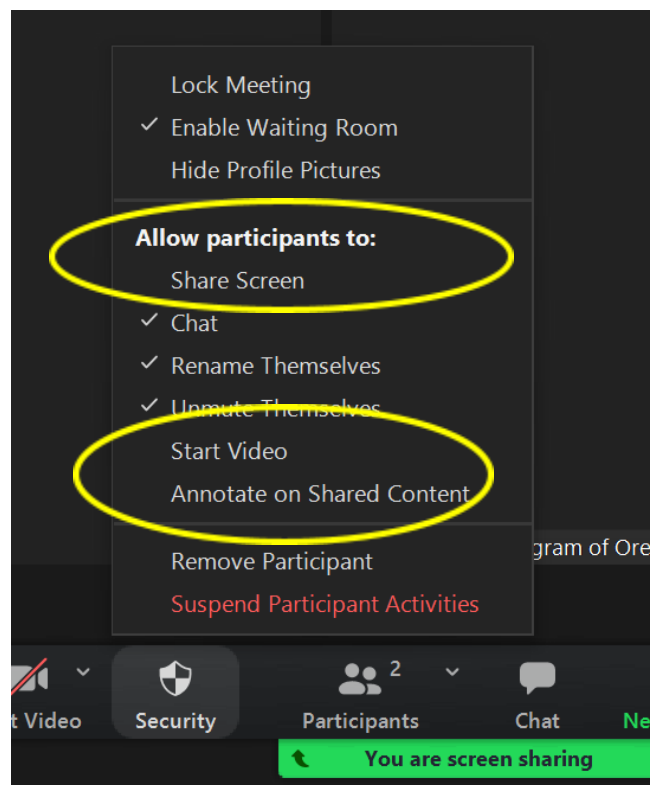
You can also disable annotation for meetings prior to meetings for all account users:
- Sign in to the Zoom web portal
- In the navigation panel, click Settings.
- Click the Meeting tab.
- Under In Meeting (Basic), verify that Annotation is disabled.
- If the setting is disabled, click the toggle to disable it.

Review of security features

After you start the meeting AND before you admit participants, adjust the following security features from the "Security" Menu at the bottom of the screen.

- Enable the Waiting Room - checked/ enabled
- Share Screen - unchecked/ disabled
- Chat -if unchecked it will be completely disabled. (If this was disabled when scheduling the meeting, it will not appear in the box).
- Rename Themselves - unchecked/ disabled
- Unmute Themselves - checked/ enabled (depending your desired format)
- Start Video- unchecked/disabled

Note – you have the ability to remove disruptive participants in the Security features.
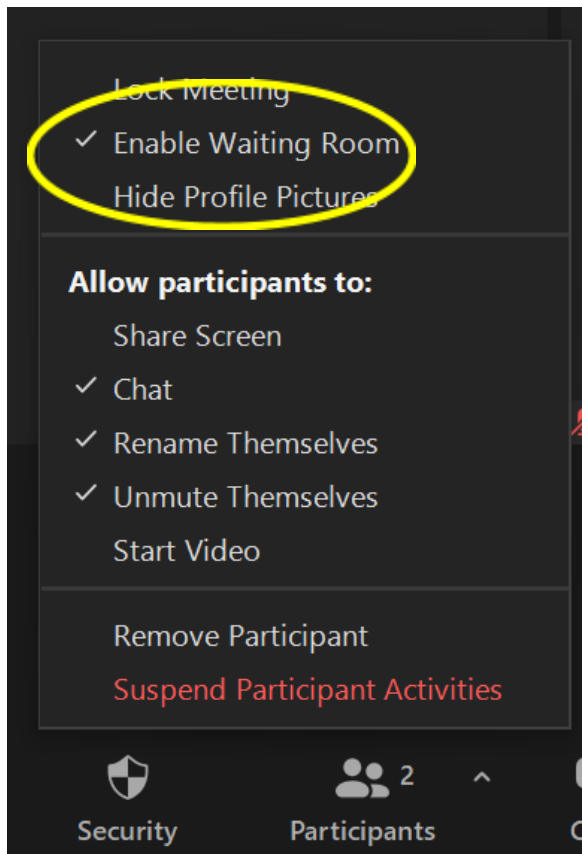
Record the session

Recording the session to the cloud will allow your meeting link to become on-demand for students accessing the event later.

- Make sure the host is in active speaker view. Click the option to **Record.**
- Hosts will see the following recording indicator in the top-left corner while recording is active.