

Toastmasters District 2 Guidelines and Best Practices for Getting Started with Online Club Meetings

This document presents some guidelines and best practices for getting started with an online club meeting by District 2 Digital Transformation Task Force March 2020. Please direct any further questions to [Roxy Stimpson](#), D2 Program Quality Director.

Table of Contents

[Recommended Online Meeting Tools](#)

[Meeting Experience](#)

[Before the meeting](#)

[During the meeting](#)

[After the meeting](#)

Appendix

[Breakout Rooms](#)

Recommended Online Meeting Tools

Corporate Clubs: Recommend the default that your corporate club is currently using

Community Clubs: Recommend a tool, at least one member is familiar with it. Else the

Recommendations: Zoom, Microsoft Teams, or Google Hangouts.

Resources for getting started

[Zoom](#)

[Microsoft Teams](#)

[Google Hangouts](#)

Best practice examples from clubs already using online tools

Required Equipment: Computer with a camera (or smartphone)

Recommended: Headset or earbuds

Planning the Meeting Experience

Before

Invite your members early and often or else the information might get lost in spam.

Members should check

1. [How to download Zoom](#)
2. [Sound & Microphone](#)
3. [Camera](#)
4. Agenda - print
5. Chat window - open
6. Usage of your tool

Speakers should ensure that their evaluators have the respective forms. Depending on your club, your communication tools may differ. If you are having trouble or do not have a way to contact your evaluator, your club officers will be able to assist you.

If need be, evaluators should be able to find all forms on the [Toastmasters International website](#).

Key role duties online:

Arrive online early to ensure meeting setup before members and guests arrive.

Sergeant at Arms

- Ensure members and guests are set up and assist as needed.
- Announce whether the meeting is being recorded and what happens to the recording after the meeting.
- Reminder to silence phones and anything that would be distracting.
- Mute your microphone when not speaking (lower-left corner of Zoom screen, if online).
- Explain why we wave our hands instead of applause. (Too noisy over headsets).

Toastmaster:

- Share the agenda via share screen
- Be ready on time

During

1. Toastmaster provides a quick navigational tour at the start of the meeting
Top challenges for most users: Finding the toolbar by hovering over it at the bottom of the screen. If minimized, bring it back by hitting the ESC button. If a

member or guest is muted, have them hold down on the space bar to temporarily unmute themselves.

2. When you are not speaking, mute the microphone
3. Do not rely on gestures, to convey points
4. Account for delays in transmission when asking someone to speak
5. The Toastmaster should make it clear, announcements regarding the expectations, e.g.:
“please post your feedback for the speaker in the chat”
6. Meeting Officials, Toastmaster, Table Topics Master, General Evaluator, should hold the meeting as close to normal as possible.

After

1. Consider leaving 10 minutes after the meeting is finished for socialization and for the VPM to talk with guests and answer any questions.
2. Provide a clear break between Meeting and socialization. Do NOT handle any official business after the meeting is closed
3. Solicit feedback from members on both the technical and officiating part of the meeting
4. Invite to the next meeting

Advanced

1. Hardwire your internet connection: This will help you avoid any issues with an unstable wifi connection, which can affect your audio quality and the overall member experience.
2. To practice video conferencing use your own Zoom account (free). To practice the share screen function, use both your computer and your cell phone.
3. If on Pathways, consider doing the Level 4 Project “Manage Online Meetings”

Appendix

Zoom Breakout Room Introduction
Additional Tips for Contests