

ZOOM MEETING GUIDANCE

This advice was pulled together by another sporting organisation. As Zoom is widely used by the gliding community, we thought we would pass it on.

Take the time to understand your Zoom settings before launching a meeting

If possible, nominate a Co-Host to moderate the meeting while you do the presentation

Use the scheduled meeting option to create a unique URL for each meeting

Make sure the meeting is password protected

Insist your callers register in advance for the call

Switch on end to end encryption

Lock the meeting once everyone has arrived

Change your screen sharing to Host only

Create a "Waiting Room" so people cannot join the meeting before the Host. This will allow you to admit people to the meeting one at a time

Disable File Transfer so people cannot introduce anything untoward into your meeting

Use the "Allowed Removed Participants to Rejoin" setting –this will mean anyone who has been removed from the meeting cannot re-join.

In chat disable the facility for people to message people individually

If you have the setting Stream to FB set to on –you need to check that you have not enabled Stream to YouTube –because your video will not be secure

Never share your meeting URL or your personal meeting room URL in a public space on social media

End.