

# Notes from Virtual Rotary Webinar 3<sup>rd</sup> June

Zoom Meeting Success – key is preparation.

- Have a detailed agenda,
- have a timekeeper – they should be strict.
- Have someone ready to address every item on the agenda
- Make it like a cooking show “here is one we prepared earlier”

Ask people to change their Zoom screen name to their favourite nickname



Then ask for the story behind the nickname



Find out what's in a name

Use a short in-meeting video to entertain, educate or inform

Promote your club or cause



Rotary on Zoom should be participatory



Get people talking

## Happy dollars are Fantastic

Get participants to share their good news



## Use the Chat Channel for Novelty Events

Why not have a rolling quiz?



Hold an inter or intra club quiz challenge

## Use Breakout Rooms for a change in Tempo

Big or mini quiz – put them in breakout rooms. Novelty prizes. Googling allowed.

Beam in a special guest

It's quick and easy to drop into a Zoom session

Get someone special for a 5 minute slot

They don't need to stay for the whole meeting. You are not bound by the usual physical constraints.



## Virtual Changeovers



# Rotary Zoom Handovers



### Planning

- Co-Host
- Agenda
- Rehearsal
- Breakout Rooms

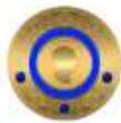


### Roles

- Co-Host and Host
- Chair
- Presenters

### Presentations

- PHF, Trophies
- Collar
- Videos



Do not sing – it is terrible. Play a recording of the track instead

Rehearse using the functionality

Make the Zoom start 15 min before the event start to test everything out.

Ask people to dress up (at least the top half!)

Assign different hosts to the breakout rooms

Images of PHF from website

Have videos downloaded on the computer that it is being run from. Check the box to share the video audio track – at bottom of screen

## Stephen Sennett – E club of Melbourne

Blog post from Stephen with more tips – details below



Tempting to delay changeover, but it is a celebration of the past year and introducing the upcoming year, so it is better to have it sooner rather than later

- Have a dress code
- Have a good MC
- Post out PHF and other awards. If you want to keep them secret, ship to the partner or post it on changeover day, announce it and then it arrives soon after.
- The presidential collar can be shipped from one president to the next
- Experiment with new functions prior to the occasion. Google the functionality or get a couple of members together to test it out.

## Jessie Harman – the Virtual Convention



It was the logical step to take in the circumstances. The upsides are It will open the convention to a lot more people, family and friends are invited.

RI president Mark has decided that we should try to break the attendance record for a Rotary Convention.

It is free and it is very easy to participate. The time zones will be a challenge for us – so you may need coffee! The good parts of the Rotary Convention will still happen, interesting breakout sessions, the opportunity to participate in post-convention events.

3 things to do –

1. Go to the website and check it out, scroll to the bottom of the screen and put your email in the “get updates box”.
2. Have a look at the sessions and times and dates of them so you know what is on when. Some speakers are still being confirmed. But they will be high calibre.
3. Promote everyone in clubs to participate.

Let’s make the ground breaking virtual convention a success.

## Q&A

Break out rooms are like “tables” at a function. Breakout rooms can work well for meetings.

Experiment with how it works

If people are using chat for novelty, will it distract from the purpose of the meeting. Make sure the novelty questions are launched at an appropriate time during the event.

Recommendations on great short videos for changeovers – RAWCS have some good videos. Check the websites of the Rotary Organisations and projects. TED talks can also be very topical. The RI website on the News and Media section there are some great short videos. There are some Aust. Narrated videos from RISPPPO. You can also get them from RDU. NZ Rotary also has a Youtube Channel with videos

Suggestion - Video the changeover in a park of somewhere else.

Rotary e-club uses Zooms routinely for their meetings. They have been doing them for a long time, but now they are not alone in doing this....

Clump people in venues to the maximum allowed and come together for the official parts of the meeting

To get a co-host and other functions you may need to go in and select these functions. This is true for breakout rooms. Under the Account Management settings.

Webinar vs Zoom Meeting. A meeting everyone can see everyone. Webinar attendees can only see the presenters and the presenters have more control. Webinars are used when you don’t need to see everyone in the room. Webinars are more expensive. Zoom has added features during COVID19 to the basic accounts. You need the Webinar account for >100 attendees.

The spotlight function can be used in Zoom – this will keep the speaker on the screen even if there is a background noise.

Can you share screen with multiple breakout rooms at the same time? No.

If you are recording a meeting, you need to arrange local recording in each breakout session. The main recording will only capture the main Zoom room.

Questions on RI Convention, answered by Jessie– Some sessions are OK for our time zone. Consider the rest of them a challenge. There will be recordings which will be available in the future.

A Zoom debate can work well and be fun.

Playing videos – Zoom's screen sharing is for presentations rather than videos, so sometime videos don't look great. OBS is an alternate software to play videos. Use YouTube or Vimeo and they should play well.