Virtual Meeting Tips

UNM STUDENT ACTIVITIES CENTER

SETTING UP A ZOOM ACCOUNT

Basic: Allows you to attend meetings which require authentication but has limited ability to host meetings (40 minute limit).
To create a UNM Zoom Basic account:
1. Navigate to **unm.zoom.us**
2. Click the "Sign-in" button and use your UNM NetID and Password.

Licensed/Pro: Allows unlimited meeting length for meetings up to 300 participants and complete access to all settings.
To upgrade to a UNM Zoom Pro License:
1. Create a Basic account
2. Submit a request for an upgrade:
forms.unm.edu/forms/zoom_request

Your account will be upgraded within one business day.

Note: you don't have to use Zoom, there are a lot of other video conferencing options out there. All UNM students can get a free Zoom account, but you could also consider these alternatives:
- Google Hangouts
- Microsoft Teams
- Skype
- Houseparty

TYPES OF VIRTUAL MEETINGS

Public meetings
Open to anyone who wants to attend. This is a good format to recruit new members.

Closed meetings
Set a password to limit who attends. This allows you to host meetings just for you members or executive board.

Office hours
Open up your virtual meeting room for a set time period (ex. Tuesday 1 pm - 3 pm) so that students can drop in to chat. Make sure someone is monitoring the room the whole time. This is a good format to recruit new members

Make it fun
Virtual meetings don't have to be boring! By creating space for fun, members will feel more connected.

Pick a theme
Switch it up each time you meet with costumes or virtual backgrounds.

Use polls
This is a great way to get feedback from members and ask "get to know you" questions.

Play games
Invite members to complete a virtual escape room, online trivia, or other virtual games.

Host a watch party
Use Facebook watch or Netflix Party to stream and chat.

BEST PRACTICES

To ensure meetings run smoothly, make sure you take a few minutes to configure your settings.

Secure your meeting
To avoid getting Zoom bombed, set a password for meetings that are closed to the public. Use a waiting room for public meetings; this allows you to vet attendees and let them in one at a time.

Assign a moderator
This person can monitor the chat, answer questions, and remove Zoom bombers if needed.

Use video
Studies show people are more engaged if they can see the other participants.

Quality over quantity
Consider having longer, well planned meetings but host them less often.

Make a list
Without an agenda it's easy to forget important announcements and tasks. Share the agenda ahead of time so people know what to expect.