

District 1 Toastmasters

Best Practices for Online Club Meetings on Zoom

Below are suggested Toastmasters meeting practices, merging in-person traditions and protocols, with online technology. Practices and protocols change from club to club, so customize your experience appropriately.

To fully participate in a Zoom meeting, you will need a computer with a camera, microphone and speaker. If you are not a current Zoom user, download the app here: https://zoom.us/download#client_4meeting. You only need to register for a “Basic” (free) account to join the meeting.

Using Zoom

1. Plan to attend in full video/audio, not just audio (this is a face-to-face online meeting, not a conference call). You are welcome to attend via your desktop computer, tablet or phone, but it must have good video and audio capabilities.
2. When in the Zoom meeting, please be in a quiet, stationary location (no driving, walking, etc.), with no background noise, or visual distractions. Please avoid multitasking, and stay engaged in the online meeting, just as you would in person. Be aware of your space in regards to your audio; avoiding echoing, to have the best sound you can.
3. Include your First and Last name in Zoom so we all know who we are talking to and can announce your name properly.
4. Arrive at least five minutes early, making sure any technical issues are ironed out before the meeting starts. Also, please plan to stay until adjournment. Keep yourself muted, except when you are called on to introduce your role or speak.
5. We recommend using headphones while attending the meeting, but be aware that wired headphones with built-in mics on the wire, can move and cause noise while you are speaking.
6. For good camera appearance, make sure you are well-lighted, without bright lights (or windows) behind you. Position yourself and your camera so your face is within full view. Avoid wearing a hat.
7. Users can view the Zoom meeting in “Gallery” or “Speaker” view. Galley view shows images of all attendees in equal size (small thumbnails). Speaker view creates a large image of the Speaker, with everyone else smaller. Your Audio and Video controls are in the bottom left portion of your screen.

Meeting Practices

FOR EVERYONE

1. **Agenda:** We will follow our regular agenda, with all meeting roles as usual, and make adjustments as needed on the fly. The SAA will Call the Meeting to attention, and turn control to the President as usual. The agenda and timing should flow just as it does in an in-person meeting.
2. **Mute your microphone** once the meeting begins, avoid all background noise and allow the audience to focus on the speaker. Unmute when you are speaking, or applauding.
3. **Unmute your mic** to speak and applause (then mute again).

4. Voting: When it's time to vote for Best Speaker, Most Improved Speaker, Best Evaluator and Best Table Topics, send a private chat to the Ballot Counter with the award name and person's name. For example: "*Best Speaker, Sam. Best Table Topics, Dolores.*"

5. Speaker Written Evaluations: As usual, provide written evaluations to each prepared speaker, using your club's regular process--the abbreviated evaluation slips, or the one-half page evaluation form (see below) as a guide. Either type your feedback in private chat to the speaker during the meeting, or email your feedback after the meeting.

INDIVIDUAL SPEECH EVALUATION FORM

Speaker Name, Date & Subject

Evaluator: In your comment, emphasize the strong and weak points. Write details on this sheet and hand it to the speaker at the close of the meeting. Do not use this form when evaluation is recorded in manual.

AS I SAW YOU (Approach, position, facial expression, gestures, detracting mannerisms)

AS I HEARD YOU

MATERIAL (Content, introduction, body, conclusion) and VOICE (Variety, enthusiasm, sincerity, force, rate, pitch)

AS I REACTED TO YOU

What was the purpose of the talk? _____

Was the purpose achieved? _____

Was the talk interesting? _____

To improve your next speech I suggest that you _____

Evaluator Name

TOASTMASTERS INTERNATIONAL INDIVIDUAL SPEECH EVALUATION FORM	
Speaker _____	Date _____
Subject _____	
Evaluator: In your comment, emphasize the strong and weak points. Write details on this sheet and hand it to the speaker at the close of the meeting. Do not use this form when evaluation is recorded in manual.	
AS I SAW YOU (Approach, position, facial expression, gestures, detracting mannerisms)	

AS I HEARD YOU (MATERIAL (Content, introduction, body, conclusion) and VOICE (Variety, enthusiasm, sincerity, force, rate, pitch))	

AS I REACTED TO YOU	
What was the purpose of the talk? _____	
Was the purpose achieved? _____	
Was the talk interesting? _____	
To improve your next speech I suggest that you _____	

Evaluator _____	

FOR FUNCTIONARIES

1. Toastmaster, please email a PDF of the agenda to all members prior to the meeting, and/or send it to everyone using the Zoom chat function.

2. Functionaries, send a chat message to the Toastmaster and General Evaluator letting them know you are present. Be ready to introduce your role as usual, using above best practices. Be sure to unmute yourself to speak, and re-mute.

3. Timer: You can simply use existing timing cards you may have, or create some from green, yellow or red paper/file folders. For those with higher technology tolerance, you can use the Toastmaster Timer app on a separate device or use this online timer <https://tmtimer.calebgrove.com/>, and share your screen for all to see the timing.



4. Ah Counter: Perform your role as you would in an in-person meeting. Be ready to explain your role at the beginning of the meeting, record notes, and report at the end.

5. Grammarian/Word of the Day: Perform your role as you would in an in-person meeting. Be ready to explain your role at the beginning of the meeting, and at the end. You can introduce your word of the day by holding up paper, and even pinning or taping it to a wall behind you, within view. You can also share the word and explanation to Everyone within the chat feature. Eventually, Words can also be prepared in an online document to share through Zoom.

6. Ballot Counter: The Ballot Counter (this is SAA is many clubs) will be receiving votes through the chat function. As usual, you may want pen and paper available to write down votes, to do your calculations. You will announce the awards as usual at the end of the meeting. Arrange to have your SAA or an assistant upload the ribbon jpgs via the chat function.

FOR SPEAKERS

1. Be prepared as usual, and test your video and audio setup before our meeting time. Practice speaking into the camera.
2. Be sure to email your evaluation form to your evaluator before the meeting begins.
3. Ideally, for prepared speeches, frame yourself from the waist up. If your speaking area and body movements are important to your speech, make sure your camera and audio are set up for further distance.
4. Do your best to look at your camera, as opposed to the faces on your monitor.
5. For evaluators and table topic speakers, only framing your face will work fine.
6. Be aware of the timer. You may want to “pin” the timer in Zoom, so they are the large image; or perhaps setup your own timer on your phone.