



# Running A Large Meeting in Zoom

These tips are designed for meetings with 50-200 people, multiple speakers, and audience participation.

## Set the Atmosphere

- At the beginning of the meeting, tell participants
  - you will be muted on entry,
  - stay muted unless you are granted the floor,
  - open the chat window and the participants window,
  - keep the chat and participant windows visible throughout the meeting,
  - you can message everyone or specific individuals using the chat window,
  - this is a new experiment and we're all learning.
- Remind participants of these details as the meeting progresses.
  - Chat windows and participant windows sometimes disappear after breakout sessions or changing the screen format.
- Have the audience practice raising their hands digitally.
  - host/cohosts can lower all hands by pressing "clear"

## Discussion Flow Between Leaders

- Each speaker knows who they are handing the meeting off to and verbalizes that handoff.
- Each meeting leader has access to a document that summarizes the order of these handoffs.
- An external chat platform, such as email or a shared google document, may be very helpful for the leaders of the meeting, to send group communications to all individuals.
- Check that documents and presentations show up as expected, possibly by meeting as a group in the 30 minutes before the meeting.

## Monitor the Meeting

- Delegate one cohost to monitoring the chat window and raised hands
  - the cohost verbally transfers the floor to an audience member with a raised hand and makes sure that audience member is unmuted then remuted after they finish speaking
- Delegate another cohost to muting participants as needed
- Spotlight the screen people need to see if it is not the one appearing by default
  - the default is the screen with the most audio output get audience feedback
- Poll participants during the meeting
  - create the poll on the spot
  - create polls before the meeting and implement one or more during the meeting