**APHMG Annual Business Meeting April 30, 2020**

**Zoom Logistics and Tips**

**For Participants**

* Check your audio to confirm its working
* You will be MUTED when you enter the meeting
* Please keep yourself MUTED, unmute only when you are speaking
* To ask questions & share comments:
  + Go to the bottom of your screen and click on the “**Participants**” icon, then click “**Raise Hand**” – we’ll call on you. \**Please be sure to lower your hand after asking your question by clicking on “Lower Hand”.*
  + Alternatively, enter your question/comment in the “**Chat**” function – see icon on the bottom of your screen.
* Viewing Options: At the top right of your Zoom screen, you can select between two options:
  + Speaker View – enlarges the current speaker
  + Gallery View – shows all participants
  + To view powerpoints: under “View Options” select “Fit to Window”

**For Hosts**

1. As host or co-host, you have the ability to utilize more Zoom features than a participant can. You can:
   1. Mute and unmute all participants at once
   2. Mute and unmute individual participants, or even remove them from the meeting if necessary
   3. Record meetings
   4. Monitor the “raise hand” feature under Participants
   5. Note: Only the host can assign host or co-host roles to others and manage breakout rooms
2. Other presentation tools in Zoom:
   1. Zoom’s default settings let any participant share their screen.
   2. Whiteboard feature (option in the Share menu). All participants can annotate on the whiteboard, or you can assign someone to write notes from the group’s conversation.
   3. Participants can annotate on any type of shared screen (slides, white board, spreadsheet, etc.) using the “annotate” feature in tool bar when screen is shared)

**Once zoom session is initiated for Business meeting**:

* KH will add Cindy, Shoumita and Sheilah as **co-hosts**
* Ensure all participants are muted upon entry
* Type instrxn into chat box re-asking Qs – see below
* KH will record meeting (just for minutes, can delete after minutes are finalized)
* KH will review zoom logistics for participants (see above)
* KH and SD will monitor chat and raised hands, unmute people and call on them to ask their question. (remind people to “lower their hand” and mute again)

Type into Chat at beginning of session:

To ask questions and offer comments please click on your “Participants” button in your Zoom control bar at the bottom of your Zoom window. (If you don’t see the control bar, point your cursor over the Zoom window and it will appear.) After opening your “Participants” window, click on the blue “Raise Hand” button at the bottom of that window. You can also post questions/comments here in the Chat, either to Everyone, or to a co-host or other participant.