

ZONTA DISTRICT 10 ZOOM FAMILIARIZATION NOTES

Everyone will enter the meeting with the option of having your video on, but you will be muted upon entry. This will be a great opportunity to see the beautiful faces of District 10 Zontians. Please feel free to unmute yourself to say hello and to say the Mission Statement (at 9:03 am), but please mute yourself afterwards.

At 9:05, please turn off your video. Also, from this point on, we will mute all attendees. You will only be able to unmute yourself when asked to do so. You can use the Chat Box for questions, comments, or to express the need to be unmuted. Patty Chimene will monitor the Chat Box for these situations. We ask that you select "Patty Chimene" (rather than "Everyone") to address these situations when you send a chat.

Our intent is to re-create the view an attendee would see on stage if we were meeting in person, as much as possible. The Zoom program works to place those with their video on and/or speaking at the top of your viewing pane. Turning off your video helps stabilize the connection and keeps those speaking at the top of the viewing pane. Select "Gallery View" to see all speakers.

One suggestion to enhance your viewing experience while we are sharing the presentation is to select the "Side-by-Side Mode." With this option, the speaker(s) video boxes will not cover up the presentation. This setting can be accessed by selecting the arrow next to your video button; selecting "Video Settings;" then selecting "Share Screen." (This selection may be different or not available if joining by tablet or phone).

During the Zonta International Foundation Auction, we will use the Chat Box to conduct bidding. Please choose "Everyone" when entering a bid in the Chat option. If you are an auction winner, at the end of the auction, please take note of the slide with the contact information for ZIF Ambassador Diane Hodges Pops. Please send your ZIF Donation Form and payment along with your mailing address to Diane. She will give your address to the donor who will send your item to you.

If you are a speaker, you will be prompted to start your video and unmute as you are introduced. This includes those making presentations and the club pledges.

At the end of the meeting, we welcome all participants to again turn on their video, and you will have control of the mute option if you want to turn off mute.