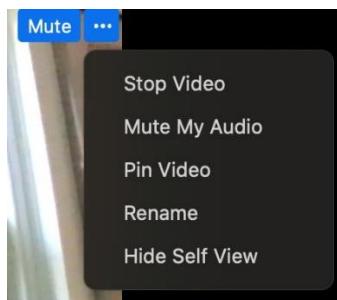


Best Practices for Zoom Meetings and Breakout Rooms

PRIOR TO THE START OF THE MEETING:

- Upgrade your zoom account to have the best breakout room functionality for the Day of Discipleship by clicking [here](https://zoom.us/download) (<https://zoom.us/download>).

RENAME YOURSELF



- Right click on your name for “Rename”.
- OR click on the 3 dots in the upper corner of your picture and “rename”
- OR let one of the Tech Stewards do it for you.

ENTERING A BREAKOUT ROOM FOR A WORKSHOP



- While in the main session, it will be announced that it is time to choose your workshop.
- At 9:25, 10:15, and 11:05, the breakout rooms will open for you to choose your workshop.
- When the breakout rooms open for your workshop, you will receive a notice which lists the workshops available.

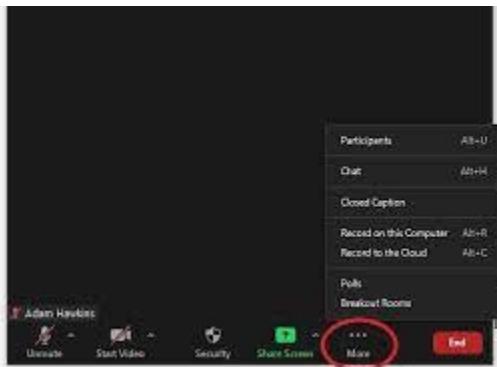
IF YOU CANNOT GET TO THE BREAKOUT ROOM FOR THE WORKSHOP YOU WANT

- Remember that you have to click on the number to the right of the breakout room to choose your workshop.
- If you have difficulty choosing your breakout room for your workshop, please wait and one of the Tech Stewards in the main session will assist you.
- If you get locked out of your breakout room OR choose the wrong workshop, click on “Leave Room” to return to the main gathering room where someone will be able to assist you.
- If you don’t see the breakout room (workshop) invite, click on the breakout room icon.

WHEN IT'S TIME TO LEAVE THE BREAKOUT ROOM AND RETURN TO THE MAIN SESSION

- When the workshop has 5 minutes remaining, everyone will receive a message to alert you to the time remaining.
- When the workshop has one minute remaining, you will notice a one-minute countdown clock will begin. At the end of that minute, you will automatically be returned to the main session. (If you choose to leave the Breakout room before the end of the session, click on the blue "leave room" and then blue "leave breakout room". Do not click on "Leave meeting".)
- EVERYONE will leave their breakout room and return to the main session.

IF YOU HAVE ANY TECHNICAL DIFFICULTIES



- Raise your hand (physically or in zoom) and a Tech Steward will assist you.
- If you are unable to find breakout rooms, hover at the bottom of your screen and look for "Breakout Rooms" or "More" and then "Breakout Rooms".
- If you accidentally click on "Leave Meeting" instead of "Leave Breakout Room", click on the link in the email sent to you to rejoin the meeting or enter meeting id # 812 7816 9925.
- Above all...do not panic! There will be a number of ISC staff/volunteers to help you!
- Once in Zoom, you can raise your hand or send a chat for help. You can also find these options under the "More – 3 dots" icon at the bottom of your screen.
- If you need additional help with zoom, call Christy prior to the event (618-420-2608) or during the event: Lynnette (618-558-0054), Shana (618-882-8247), Julie (618-304-0394), Debbie (618-

IF YOU ARE USING YOUR PHONE OR A TABLET

- You may not have all of the capabilities on a phone/tablet as you would on a computer/laptop.
- To get to more of your functions, simply tap the screen. You will see "3 dots - More". Click on that for these functions - "Chat, raise your hand, put in a reaction, vote yes or no".
- When the Breakout Rooms open, tap your screen to see the Breakroom icon (four squares). Click on that icon and choose your Workshop.
- In order to see more people, swipe to see everyone in the zoom call.

Here are some ways that will facilitate the process of creating the community with some Zoom Etiquette:

- **Keep your cameras on** - Just as if we were in a physical space, it's nice to see and hear the speaker which helps us feel a part of the community.
- **Be fully present** - Be here, not there. Give yourself the gift of setting aside distractions outside of this space. You committed to being here, so be here.
- **Offer and receive welcome** - People learn best in hospitable spaces. We support each other's learning by giving and receiving hospitality. Extend and presume welcome, especially in the digital space. The workshops will NOT be recorded so that they will be safe spaces to share.
- **We come as equals** - We don't have the same gifts, limits, or experiences, but no person's gifts, limits and experiences are more or less important than another's.
- **Listen generously** - Listen intently to what is said. Listen first before preparing to speak. Keep your "mute" on so we can all listen better with fewer distractions.
- **Suspend judgment** - Set aside your judgments. By creating space between judgments and reactions, we can listen to another person, and to ourselves, more fully.
- **Turn to wonder** - When the going gets tough, turn to curiosity. Turn from reaction and judgment to wonder and compassionate inquiry. Ask yourself, "I wonder why they feel/think this way?" or "I wonder what my reaction teaches me about myself?" Set aside judgment to listen to others—and to yourself—more deeply.