How to Hold a Remote Public Meeting: Lessons Learned and Technical Tips

Meet the Presenters

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Maine Municipal Association

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STATE
CHAMBER
of
COMMERCE

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BERNSTEIN SHUR

Scheduling a Meeting

- Multiple different methods to schedule a Zoom meeting
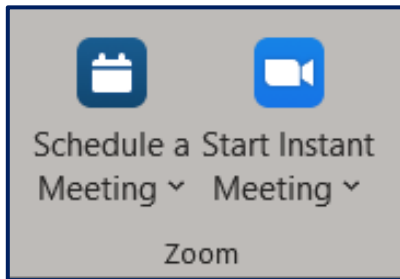
- To utilize all security features, schedule your meeting using Zoom on a PC/Mac, Outlook plugin, or Google Chrome/Firefox plugins
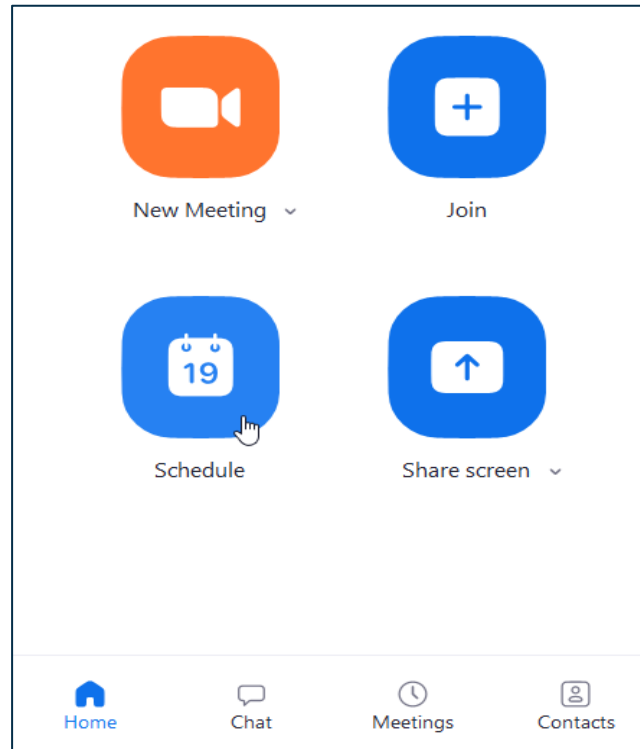
Scheduling a Meeting
Recommended Settings Explained

Meeting ID

⦿ Generate Automatically　　○ Personal Meeting ID 207-228-7321

➡ Generate Meeting ID Automatically

Password

☑ Require meeting password　[928820]

➡ Require Meeting Password

Video

Host　○ On　⦿ Off　　Participants　○ On　⦿ Off

➡ Host and Participant Video **OFF**

Audio

○ Telephone　○ Computer Audio　⦿ Telephone and Computer Audio

Dial in from United States　Edit

➡ Telephone and Computer Audio

Advanced Options ^

☑ Enable Waiting Room

✓ Waiting Room

☑ Enable join before host

✓ Join Before Host

☑ Mute participants upon entry

✓ Mute Upon Entry

☐ Only authenticated users can join: Sign in to Zoom

✗ Authenticated Users only

☐ Automatically record meeting
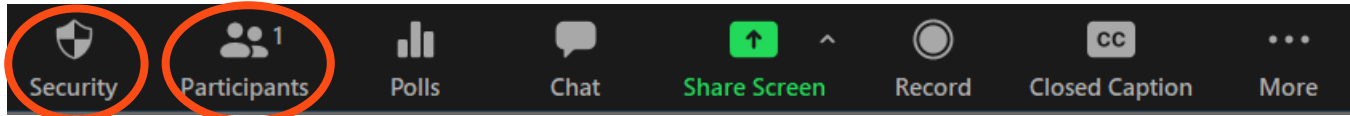
In Meeting - Host Controls
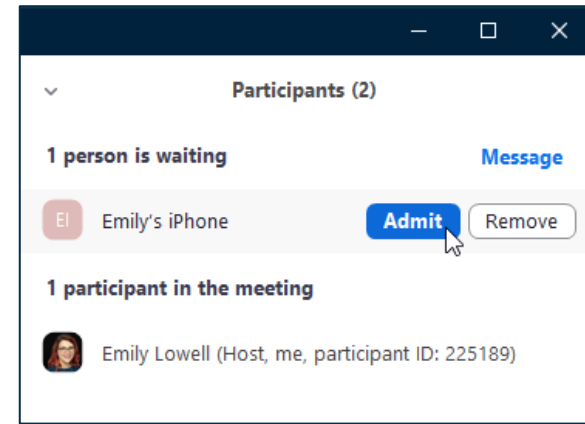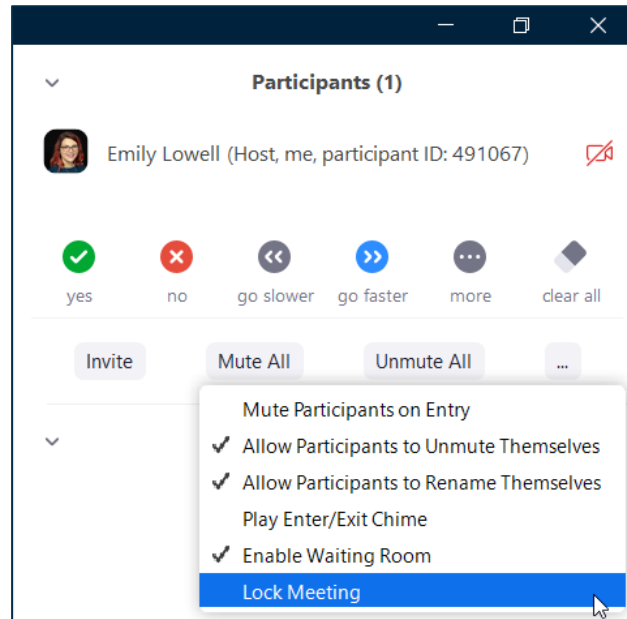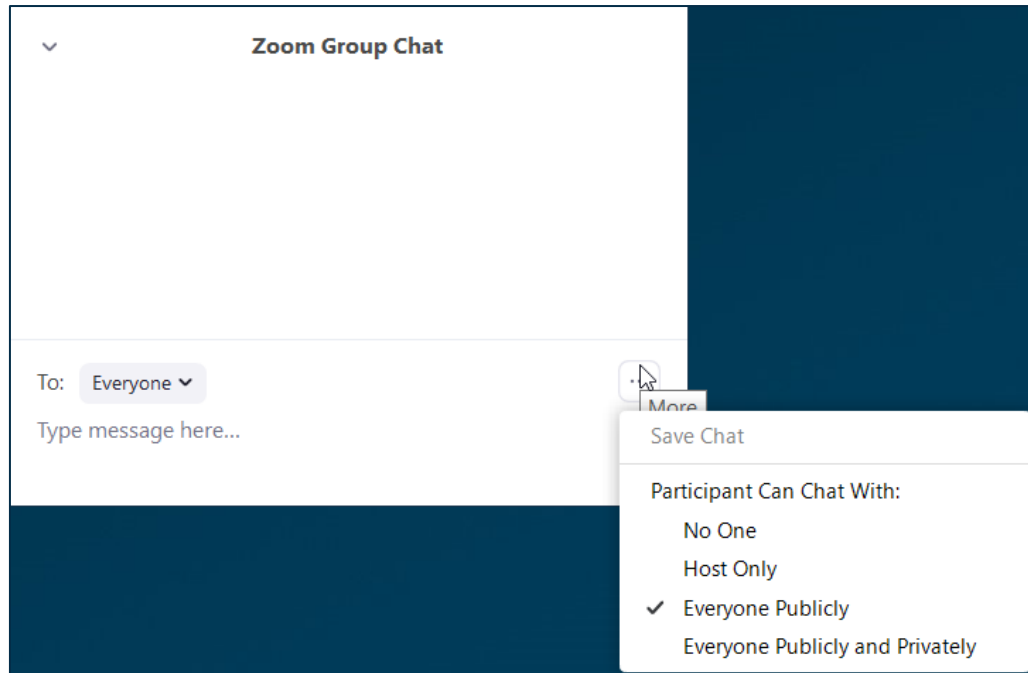
In Meeting - Host Controls

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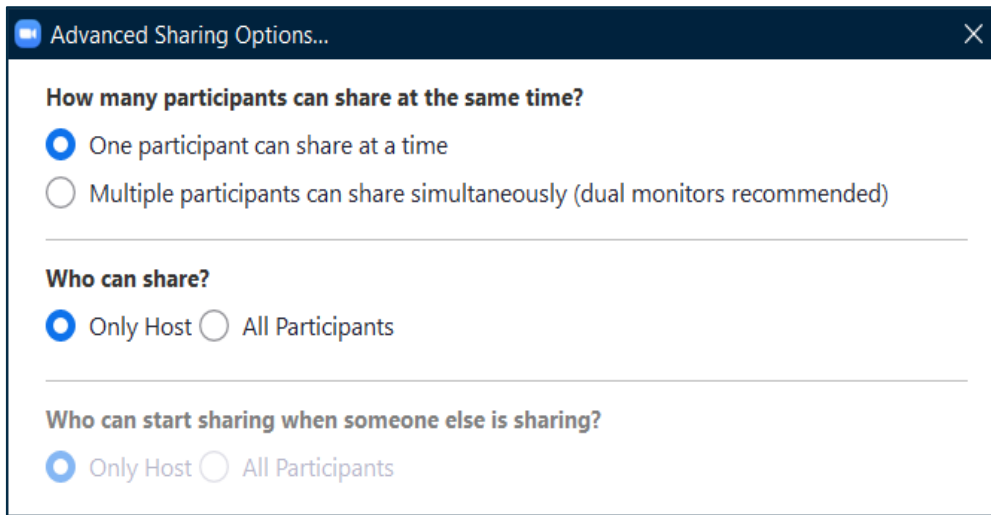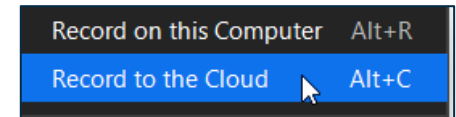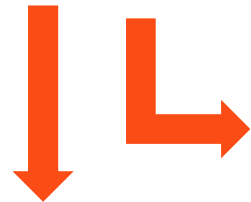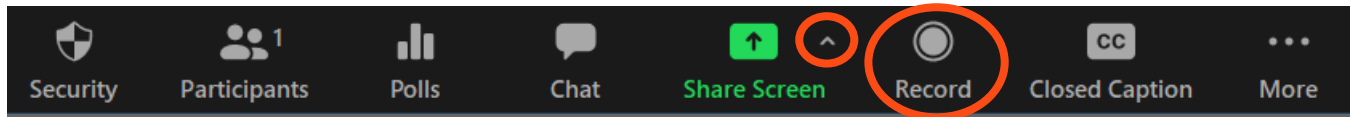
Attendee Controls

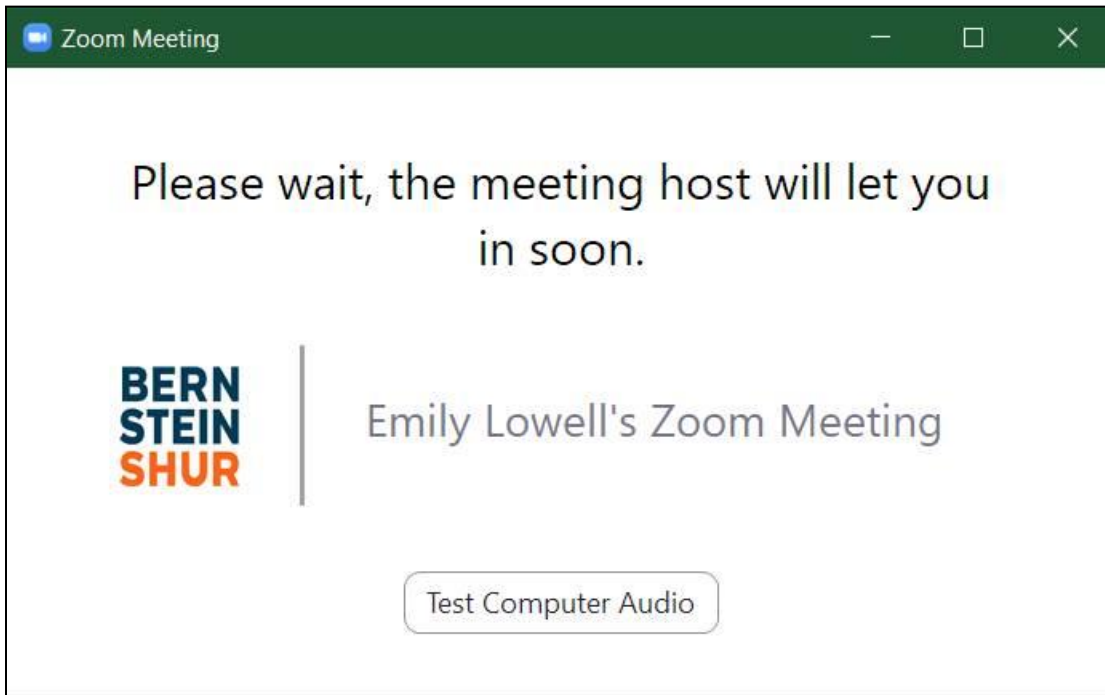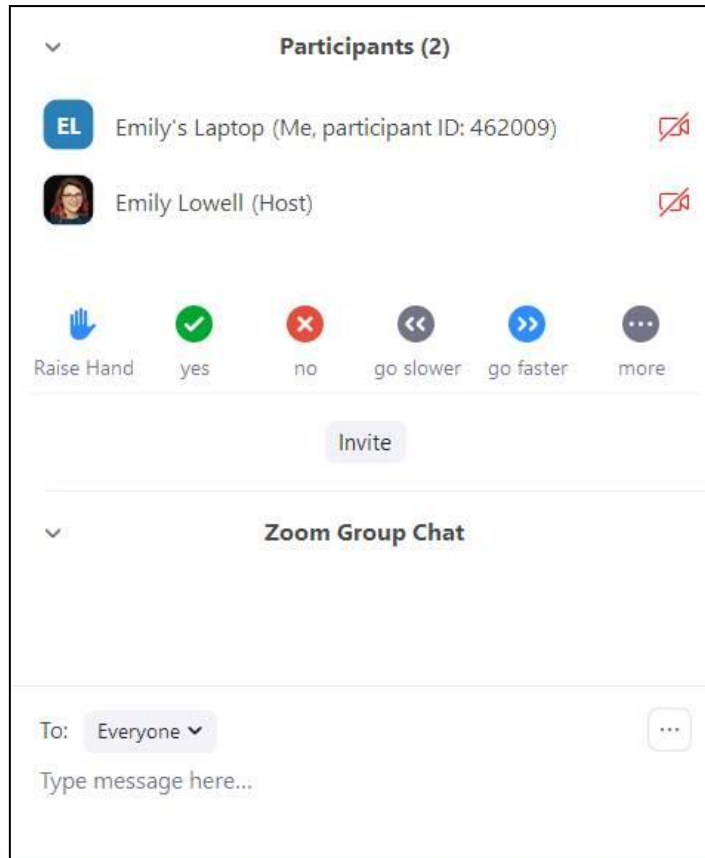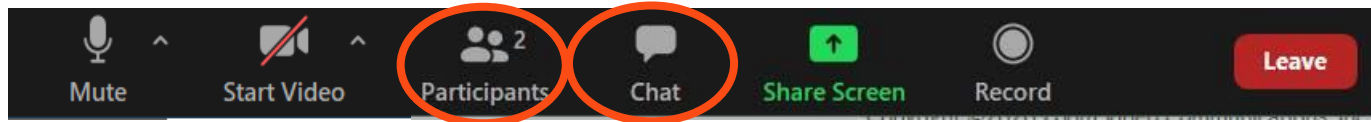If Waiting Room is enabled, attendee will get the following message on their device:

Attendees calling in via telephone will be greeted with a prompt stating they are on hold

Attendee Controls

For Dial-In Attendees:
*6 to **mute/unmute**
*9 to **raise hand**

Zoom Recordings

- Two Recording Modes
  1. Local computer (host's computer)
  2. Cloud (host's Zoom account)

- Cloud Recording offers wide variety of options:
  - Record different views of meetings
  - Generate an audio-only file
  - Save chat messages
  - Timestamps on recording
  - Audio Transcript (Business Plan only)
  - Additional security
    o Password-protected recordings
  - Automatic recording disclaimer

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Zoom Webinars

- Add-on for Zoom plan - start at $40/mo)

- Designed for larger audiences – includes 100 participants

- Enhanced Host controls

- Q&A Function

- Customizable Registration Page

- On-demand viewing (Cloud recording only)