

# NORCO COLLEGE

## Best Practices for ConferZoom Meetings

Below are best practices for council/committee/department meetings at Norco College to be used as a guide for facilitating efficient and effective meetings via [Conferzoom](#).

### Meeting Recorders

- Install [Zoom Outlook Plugin](#)
- Review [In Meeting Security Options](#)
  - [How to Keep Uninvited Guests Out of Your Zoom Event](#)
- [Schedule meetings](#)/Set meeting features
  - Determine security settings for your group (you are encouraged to use at least one)
    - Require Registration
    - Enable Waiting Room
    - Require a Password
  - Mute mics/video upon entry
  - Allow screen sharing among meeting participants
  - [Set up polls](#) (if needed for voting)
- Distribute agenda and meeting handouts
  - Include Zoom link, meeting ID and on the agenda
- Begin meeting early, help troubleshoot connection issues

### Meeting Host

- Review [Host and Co-Host Controls in a meeting](#)
- Review [In Meeting Security Options](#)
  - Consider Locking meeting after all participants have joined
- Begin meeting 10-15 mins early
- Choose a meeting facilitator to:
  - Display handouts using [share your screen feature](#)
  - Watch for participant questions/comments
- Roll Call for quorum
- Housekeeping
  - Sound check
  - Mute mics reminder
  - Raise hand for questions/comments
- Voting Instructions for Committee Members connecting remotely
  - Motions and voting on meeting minutes can be verbal
  - Option to use [Zoom polling feature](#) to record votes for other Action Items
- Limit Meeting Times (no more than an hour)

### Meeting Participants

- Test video and audio before the meeting
  - No picture? Check your camera shutter
  - No sound? Check your sound volume
- Announce name before speaking
- Mute mic when not speaking
- Raise hand to speak

## All Participants

- Watch the video for setting up [profile](#)
  - Disable HD Video
- Watch 1 min video on [how to join a meeting](#)
- Test meetings, practice!
- Use headphones if you have them
- Remember to connect your device to a power source during the meeting

## Resources

[Executive Order on the Brown Act \(N-25-20\)](#)

[Zoom Live Training Webinars](#)