

Zoom Features to Consider

Presenting Centering Prayer Introductory Program

Zoom allows us windows into each other's lives, we can see into each other's eyes. Eye contact through the camera is a critical part of making a connection.

Zoom Essentials

- A. A paid [Zoom account](#) allows sessions to exceed 40 minutes.
- B. A Zoom support person on the team is most helpful.
And / or check <https://support.zoom.us/>
- C. Keep it simple to keep the emphasis on the Centering Prayer Introduction.
- D. Plan a rehearsal with the team to check for: 1) vocal sound, 2) original sound, 3) eye contact, 4) presentation slides, 4) screen sharing, 5) technical issues etc. 6) Practice screen sharing during rehearsal. 7) Check lighting so presenters can be seen, with minimum distractions.
- E. For questions and engagement: 1) use the *chat*, and/or 2) use *raise hand* to see the raised hand in their window.
- F. Presenters, please arrive 30-45 minutes before the workshop starts for sound and screen share check. Then let them take a short break.
- G. Download current version of zoom. <https://zoom.us/download>

Tips on presenting on Zoom

- A. To encourage engagement with group: use *gallery* view and make eye contact.
- B. Best eye contact happens when you look toward the camera.
- C. Position your notes so you can read with good eye contact (on screen or paper).
- D. Depending on content set up *sharing screen*, to share, for example, PowerPoint Slides or videos. (1) Select *share sound* and *optimize for video clip* when sharing videos, (2) share *computer audio* for audio only files. NOTE: Beware of accidentally sharing the Desktop.
- E. When presenting, start and finish with the speaker in full view. When sharing a personal experience or explaining an essential in more detail, you may want to stop sharing the slides and speak directly to participants.
- F. If you are using a Bell: Audio settings may need adjustment: turn on *original sound* option.
- G. For small group discussion: Use *Breakout rooms*. Groups can be created randomly where they are sent automatically, or topically, with a leader in each room, etc.
- H. *Spotlight* the presenter to make their video the largest in speaker view.
- I. Setting: *Muted on entry*, stay muted unless you are speaking.
- J. Headsets or earbuds improve vocal and auditory quality.

Recording & Save Chat:

- A. *Record* only the speaker.
- B. Zoom provides clear notification people, need to agree to continue. You may remind people they can leave their audio and video off, if they don't want to be recorded.
- C. Since confidentiality is a part of our faith sharing guidelines, recording discussion is not recommended. *Breakout rooms* are not included in the recording.
- D. Save *chat* for review later is needed.