Zoom Tips for Presenters of the Centering Prayer Introductory Program

1. Advance preparation
   - Set Zoom settings as needed
   - Gather all documents for screen sharing and make available on the desktop of the computer or an easily accessible location on the computer.
   - Host should have a reliable internet connection with good upload and down load speeds. If wireless, the computer should be in the same room as the router
   - The physical room the presenter is presenting from should be a well-lit room. Try to avoid backlight from bright windows. Have good lighting for your face so you can be seen. Use a virtual background or a plain non-busy wall in the background.
   - Using a device with a larger screen is recommended (if available) for the best experience (laptop, desktop, tablet)
   - Headsets or earbuds, if needed.
   - Have close at hand any timing device or chime for the periods of meditation.
   - Send a notice to all workshop participants providing them the Zoom invite and attach the Zoom etiquette document to the email.
   - Send a separate email reminding them of the start time and the need to show up early for introductions and technical instructions if needed.

2. Presentation Time
   - Host: Open the presentation meeting at least 15 minutes in advance of the scheduled start time to welcome the participants
   - Provide technical assistance as needed….i.e. changing views, turn mute on/off, turn video on/off, changing name and go over zoom etiquette document
   - Remind people to mute/unmute their mics, as needed
   - Mention the etiquette document that was sent.