

# HLSA Events – Panels & Lectures

## Recommended Zoom Meeting Settings

### Meeting Settings (Prior to Event)

- Waiting Room enabled
  - This makes sure attendees only enter the event when you are ready to have them there.
- Mute Participants upon entry
  - This will prevent attendees from unmuting themselves and interrupting the discussion
  - We recommend this setting for Panels and Lectures. For more casual discussions or happy hours, please feel free to not use this setting.
- Disable “Automatically record”
  - If you wish to record the event, please be sure you have permission from all of your speakers prior to the event.
  - You can always turn on recording within the meeting if you wish.

These settings can be edited on the Zoom website:

- Go to <http://zoom.us> and log in to your account.
- Find the meeting you would like to update, and click **Edit**.
- Check and/or uncheck the boxes with the above settings and click **Save**.

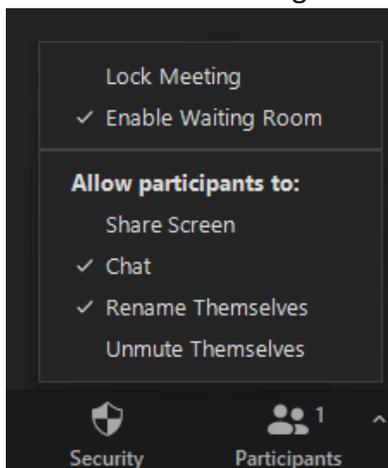
### Meeting Settings During Event

#### Host & Co-Host

- Make sure you are running the latest version of Zoom on your desktop.
- Make another board member or two a Co-Host so they will have access to the meeting controls.

#### Security

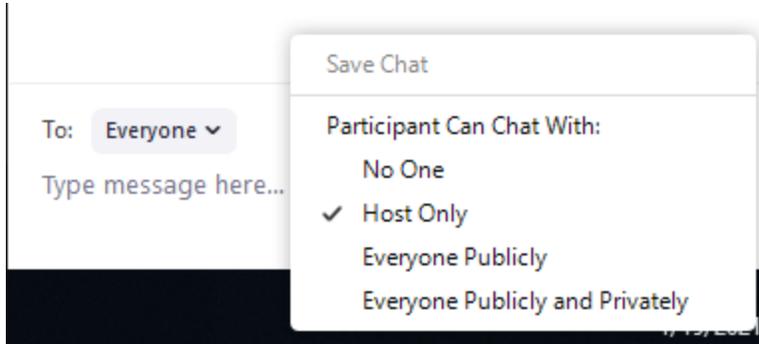
- We recommend having the following settings checked and unchecked under the Security menu:



- This will prevent anyone from taking control of the screen or unmuting and interrupting the speakers.

## Chat

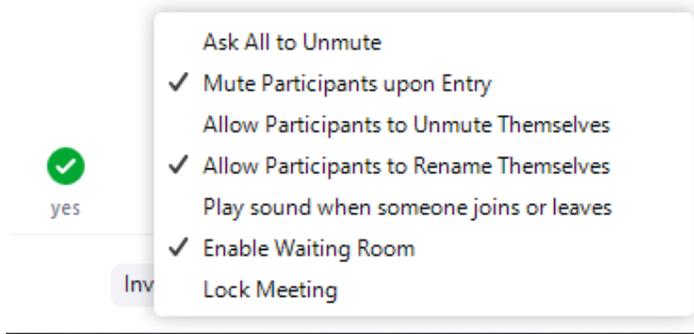
- Under Chat, we recommend having the following setting checked:



- This will allow participants to chat with you, but not with each other and limit disruptions during the event. Encourage participants to submit questions to the panelists through the chat function.

## Participants

- Under Participants we recommend having the following settings checked and unchecked:



- This will ensure everyone is muted upon entry, so there will not be background noise or attendees speaking as they join.
- There will not be a chime as someone enters or exits the meeting, limiting interruptions to the program.
- We recommend allowing participants to rename themselves as they may want to show a different name or nickname.

## Spotlighting Panelists

- Please see this link for a tutorial on spotlighting multiple people at once on screen:
- <https://support.zoom.us/hc/en-us/articles/201362653-Spotlighting-participants-videos>
- Be sure you are using the Spotlight function and not the Pin function.
  - Spotlight will shift everyone's view to the spotlighted individuals.
  - Pin will shift your device only, and will not affect other participants' views.
- As you spotlight the moderators and panelists, be sure to "Ask to Unmute" so they will receive the prompt to unmute. **Once unmuted, they should not mute themselves until they are finished with their portion of the program.**