

FOR GROUP LEADERS

How to use this May Action Sheet

Video conferencing systems like Zoom are now essential communication tools for CCL chapters. Following are some security and privacy recommendations for chapters that use Zoom. More detailed guidance is available on CCL Community's [Practicing Video Conference Security](#) training page. If your group uses a system other than Zoom, we encourage you to learn about its security and privacy features.

Preparation

1. [Update to the latest Zoom version](#) and make sure you have the credentials to be "Host".
2. Don't share your Meeting ID on a public webpage or on social media. Share via email or Community.
3. Recruit at least one co-host to handle tech & security. You will promote them in "Manage Participants".
4. **Practice in advance with your co-host(s)**. Open Zoom on two or more devices (laptop, tablet, phone, etc), and simulate needing to remove an uninvited attendee. For more details, see [this Zoom training](#).

When you start your meeting

1. Ensure that you are Host. Click the new "Security" icon on the Zoom toolbar to ensure that "Share Screen" is disabled for non-hosts. For extra security you can also click "Enable waiting room".
2. As the meeting begins, it's a good idea to click "Manage Participants", click the 3 dots, "..." in the lower right corner, click "Mute participants on entry", and disable unmuting. Then announce to your attendees that they will need to click "Raise hand" (*9 on phone) so that you can unmute them.
3. If you need to remove someone from your meeting, click the "Security" icon and select, "Remove Participant" to select the participant to be removed. You may want to Lock the Meeting at this point.

Get more people involved in your meeting

- Work with your Liaison(s) to decide what elements of the **Plan a successful lobby meeting with your Liaison(s)** action need to be resolved during your gathering. Ask one of your volunteers to moderate this part of your meeting so that you can take notes. Or vice versa.
- If you have someone who is good at social media, ask them to lead the **Learn a new social media platform with your chapter** action. If not, ask a volunteer to plan and host an online meeting during the month so that your chapter can gather to watch a training video and practice what you've learned.
- Ask an up and coming member of your group to lead the Communication exercise, and have a plan to make sure people have the script handy when they do it. This exercise uses [Zoom Breakout Rooms](#).

A sample online meeting agenda (suggested time is 40-70 minutes)

1. Invite a few people to share a highlight from CCL's Virtual Earth Day event - *5-10 minutes*
2. Invite folks to share an action they have taken since the last meeting - *5-10 minutes*
3. Use Breakout Rooms to do the Communication exercise in the Action Sheet - *10 minutes*
4. Do the two actions and the bonus action in the Action Sheet - *5-10 minutes each*
5. End with each person stating what actions they will take in the next month - *5-10 minutes*