FACILITATING ON ZOOM
MODEL ASSOCIATE MEMBER EDUCATION PROGRAM

SUMMARY

If your chapter plans to host virtual associate member education sessions, it is important to familiarize yourself with the platforms and tools available to you. Virtual education can be positive, empowering, and impactful with proper planning.

ZOOM ACCOUNTS

One of the most popular platforms for virtual meetings, webinars, and events is Zoom. Users with Pro accounts have access to extended meeting durations, local or cloud storage for recordings, and a number of tools to assist with meeting management.

If your chapter chooses to utilize Zoom for associate member education, it is recommended to have at least one paid (Pro) account. Additionally, keep in mind that only one meeting or webinar can be hosted at a time on each account.

Additional details about Zoom plans can be found at https://zoom.us/pricing.

ZOOM FEATURES

When you host a meeting, you will have access to a number of features which can make facilitating or running a meeting easier. Details about these features are provided below along with recommendations for using them to facilitate the Model Associate Member Education Program.

- **Breakout Rooms:** this function splits all participants into multiple rooms. The size of each group, number of groups, and assignments of participants to each group are all controlled by the meeting host. Breakout rooms are most effective when used for small group discussions.

- **Polling:** this feature allows the host to ask for anonymous responses, receive real-time replies, and share results with participants. Options exist to present multiple separate polls in meetings. Polling may best be used to quickly receive feedback or confirm understanding of a topic before moving on.

- **Screen Sharing:** if you are interested in sharing supplementary or reference materials with your associate member class (e.g. resource, PowerPoint), screen sharing can be a powerful tool. Note that the host and participants can control the size of the screen share in the event that they would prefer to see more or less of the other participants. Screen sharing may best be utilized for an activity such as History Trivia.

- **Chat:** chat logs are a great way – especially when recorded – to look back on previous talking points, share resources, and ask for short answers from participants. Additionally, chat offers participants who might have internet issues a chance to remain engaged and participate in discussions.

- **Recording:** Zoom allows users to record either directly to their device or to the cloud. For the latter option, keep in mind that there is limited cloud storage for accounts. Recording can be a great way to look back on lessons or to engage members who might not be able to attend in-person.