MAKING THE MOST OF MEETINGS

Heather Pontonio, Emily Hall Tremaine Foundation, AFN Steering Committee member
AGENDA

• Transcript/Closed Captioning
• Zoom Help Desk
• Spotlight/Pin
• Phone Codes
• Zoom on the web vs. Zoom on the app
• Zoom Updates
• Turning Off Self View
• Variety of Ways to Poll
• Meeting Reactions and Non-Verbal Feedback
• Screen Sharing
  • Viewing more participants
  • Annotate
• Host Controls and Meeting Management
  • Participants tab
  • Chat
  • Screen gallery view
• Breakout Rooms
• Waiting Room
• Self-Care
NON-VERBAL REACTIONS

15 seconds

- Clapping Hands
- Thumbs up
- Heart
- Tears of Joy
- Open Mouth
- Party Popper

Until removed

- Yes
- No
- Slower
- Faster
- Raise/Lower Hand
### POLL

<table>
<thead>
<tr>
<th>Emojis</th>
<th>Description</th>
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<tbody>
<tr>
<td>👏</td>
<td>Clapping Hands</td>
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<tr>
<td>👍</td>
<td>Thumbs up</td>
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<tr>
<td>❤️</td>
<td>Heart</td>
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<tr>
<td>😊</td>
<td>Tears of Joy</td>
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<td>😄</td>
<td>Open Mouth</td>
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<td>🎉</td>
<td>Party Popper</td>
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**15 seconds**

- **Yes**
- **No**
- **Slower**
- **Faster**
- **Raise/Lower Hand**

**Until removed**

- **I attend some meetings**
- **I am in a Zoom meeting almost every day**
- **I have occasionally been a meeting host**
- **I host meetings all the time**
- **I’m an expert in Zoom**
### WHY HAVE MEETINGS ON ZOOM?

<table>
<thead>
<tr>
<th>Pro</th>
<th>Con</th>
<th>Questions</th>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Don’t care</td>
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SCAVENGER HUNT

Find something **yellow** that fits in your hand

Find something **blue** that fits in your hand

Time’s up when the music stops.
Heather Pontonio
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Emily Hall Tremaine Foundation

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