



FOR THE

Maritime Law Association

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Instructions to Committee Chairs

Step 1: Make sure your equipment is adequate for the task

1. Decide which computer you will use for your meeting.
2. Check to ensure your computer's camera, microphone, and speaker all work. *We strongly recommend not using the built-in mic and speaker on your computer. It is the main cause of feedback and noise. If possible, use earbuds – even a basic set, such as those that come with your phone, will improve the experience for you and everyone else on in the meeting.*

Step 2: Decide where you want to host your meeting

1. Is the wi-fi strong in this location?
2. Are the lighting conditions good (*i.e.*, will you be clearly visible)? Beware bright lights appearing in the background; light should come from in front of you, not behind or the side.
3. Is the background behind you reasonably professional and non-distracting?
4. Will this arrangement remain comfortable for you throughout the meeting?
5. Do you have space to keep all necessary documents or reference materials close at hand?

Step 3: What is Zoom?

Zoom is the name of the video teleconference software that we (and much of the rest of the world) are using to enable us to host our meetings and conferences, and to record those sessions if necessary. If you have used Skype or Facetime for video calls before, you will be familiar with the concept.

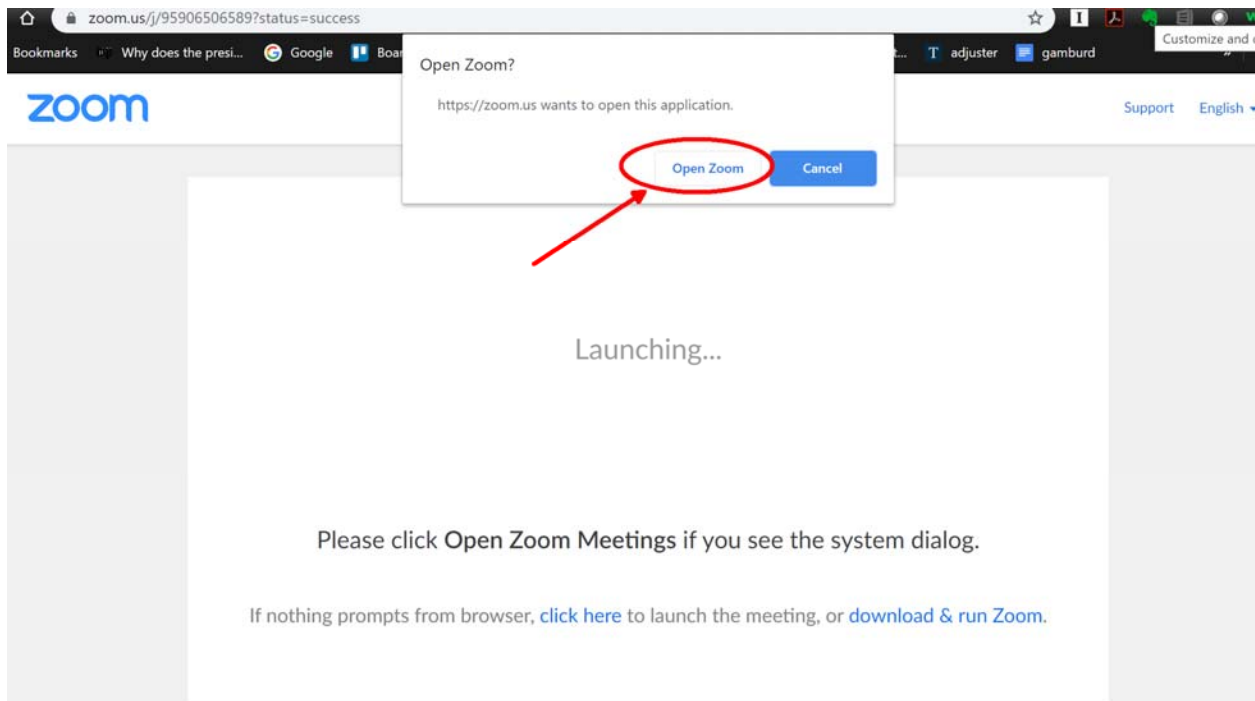
Step 4: Practicing with Zoom (and setting up a meeting unrelated to your upcoming Committee Meeting)

Sign up for a free account if you don't already have an account and schedule a meeting to practice with others. If you have never used Zoom before, you probably want to sign up for a free account and download it to your computer. This will enable you to practice in advance.

The **free** account does not ask you to provide any credit card information. You simply need a birthdate (for later verification purposes) and an email (any email that will receive the program's confirmation link). The **free** version has limitations on the number of participants and the length of a meeting, which is why you need to use a paid account either through your own company or the **Lewis Brisbois Bisgaard & Smith** link you're going to receive for your specific Committee Meeting.

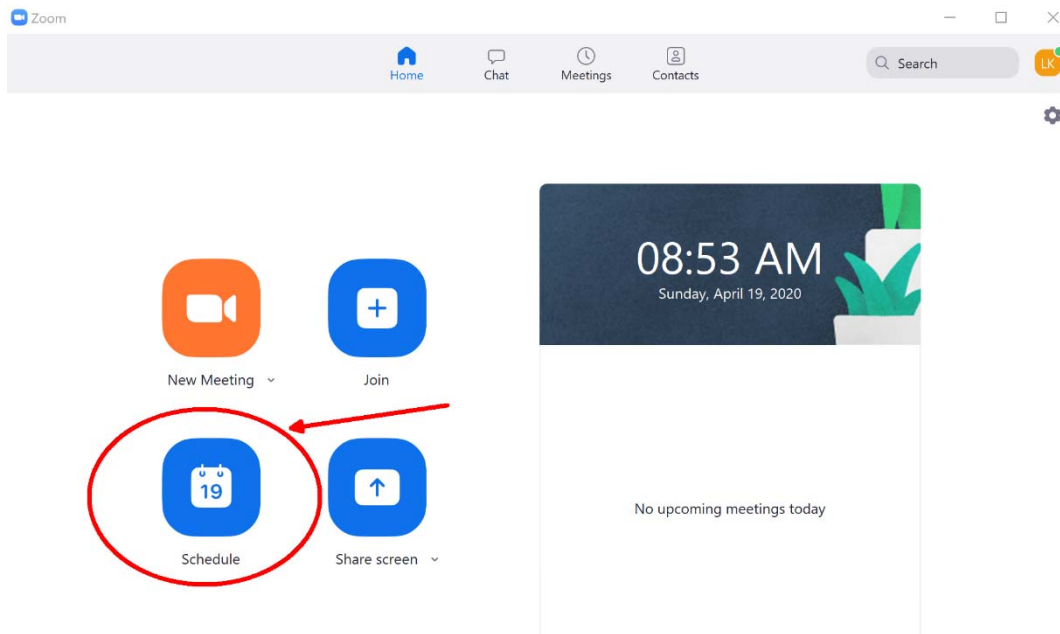
Once you've signed up, you can download the application to your own computer. Remember you need to use a computer with a camera and both speaker and microphone (either external or built-in).

If you are using a link provided by **Lewis Brisbois Bisgaard & Smith**, you won't be able to use that specific link to practice in advance. But if you've practiced on your own account, the program will detect it when you open the **Lewis Brisbois Bisgaard & Smith** link just prior to your meeting, and ask you if you want to open the link in the Zoom application. You will select "Open Zoom."

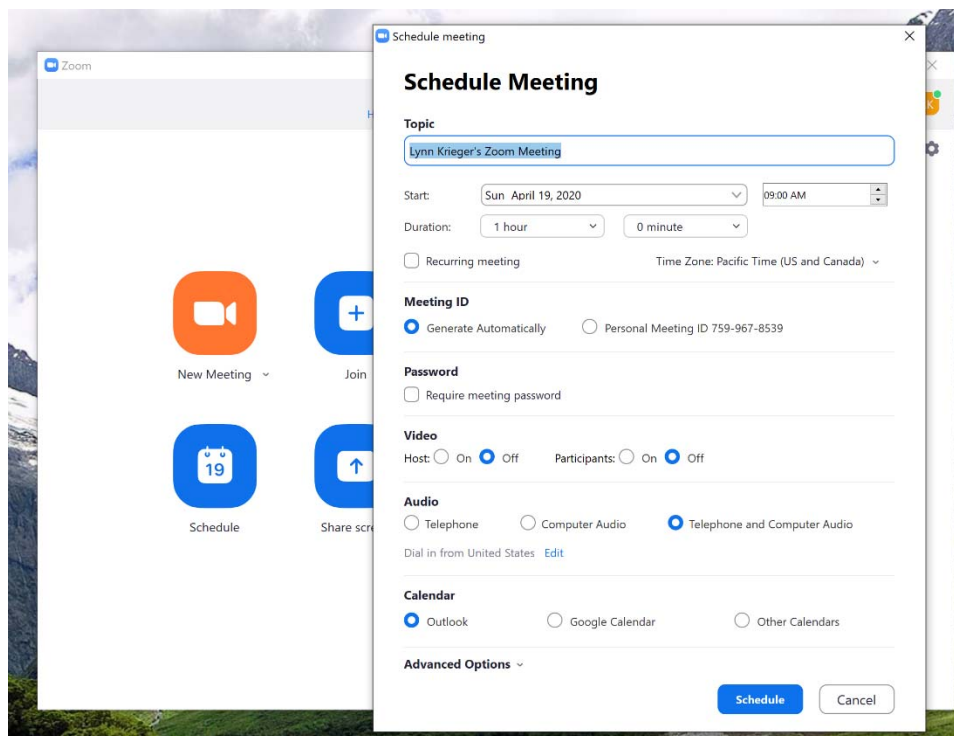


If you want to practice "hosting" your meeting, the first step is to find a few people to help. If you're using a **free** account for the first time, remember it has limitations. Here is a link to the limitations on the various Zoom account types: https://support.zoom.us/hc/en-us/articles/202460676-Will-My-Meeting-Time-Out-#h_997cb0aa-5bd1-42fc-8839-9e4936c5c43b. For the **free** account, and for your purposes, three people will allow you to designate yourself as host, with two other participants.

1. Set Up a Meeting – ***Remember: These instructions are just for your practice sessions. The link you receive will have the meeting preset with the Topic and controls.***



2. When you open the application, you'll see the above screen. Click "Schedule."



3. Start at the top, with "Topic." That actually means "title," as in the title for the meeting that you are scheduling. The default will show your name. When you receive the link for your Committee Meeting, this information will be pre-filled for you. For your purposes, you can name your meeting whatever you'd like. In general, keep in mind that this is

what appears for the recipients of your meeting invitation, so you always want the Topic title to be as clear as possible.

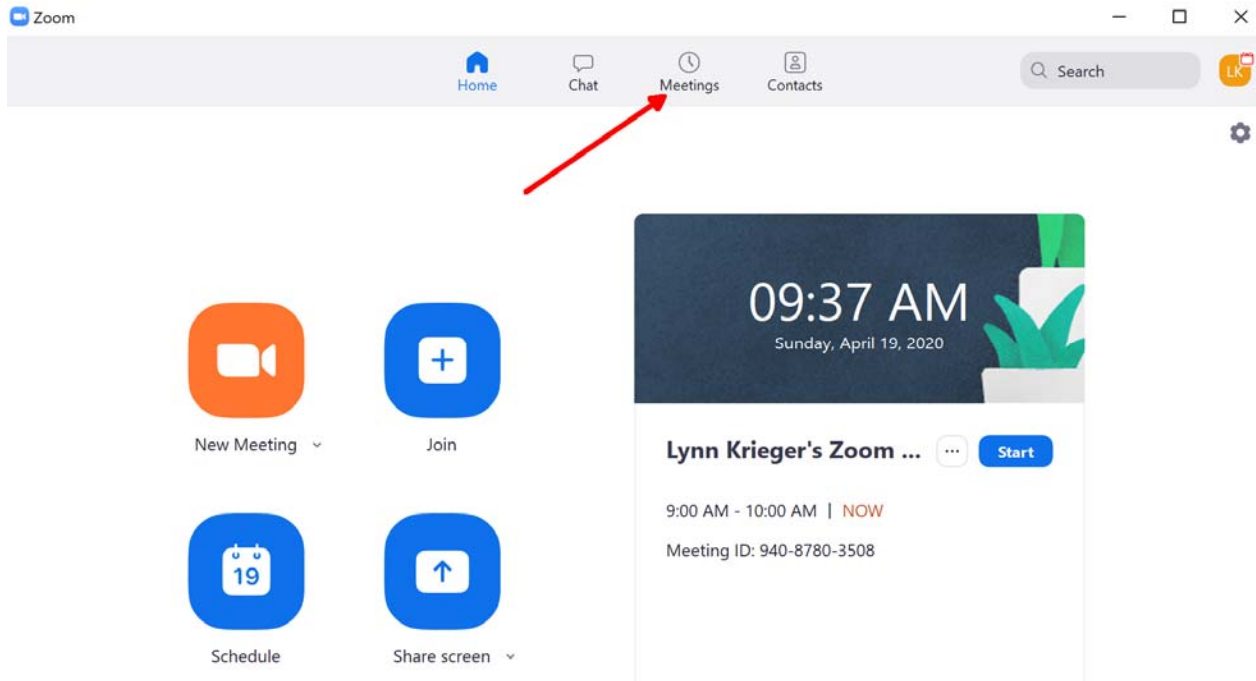
4. Next, you can fill in the “Description” box if you wish.
5. Next, go to the “When” line. Select the date of your upcoming meeting, and then the start time. Be sure to select the correct AM/PM choice.
6. The next line is “Duration.” Zoom only offers minute increments in 15-minute chunks. Err on the overinclusive side.
7. Next up, make sure the “Time Zone” box is correct.
8. Next, go to the “Meeting ID” section and choose “Generate Automatically.”
9. In the “Password” section, click the “Require Password” box.
10. Next, go to the “Video” line, and change the default for both Host and Participant to “on.”
11. For “Audio,” select “Telephone and Computer Audio.”
12. Next, go to the “Meeting Options” section, and check the boxes for “Enable join before host.”

If you’re using a Lewis Brisbois Bisgaard & Smith link, the above settings will be preset for you.

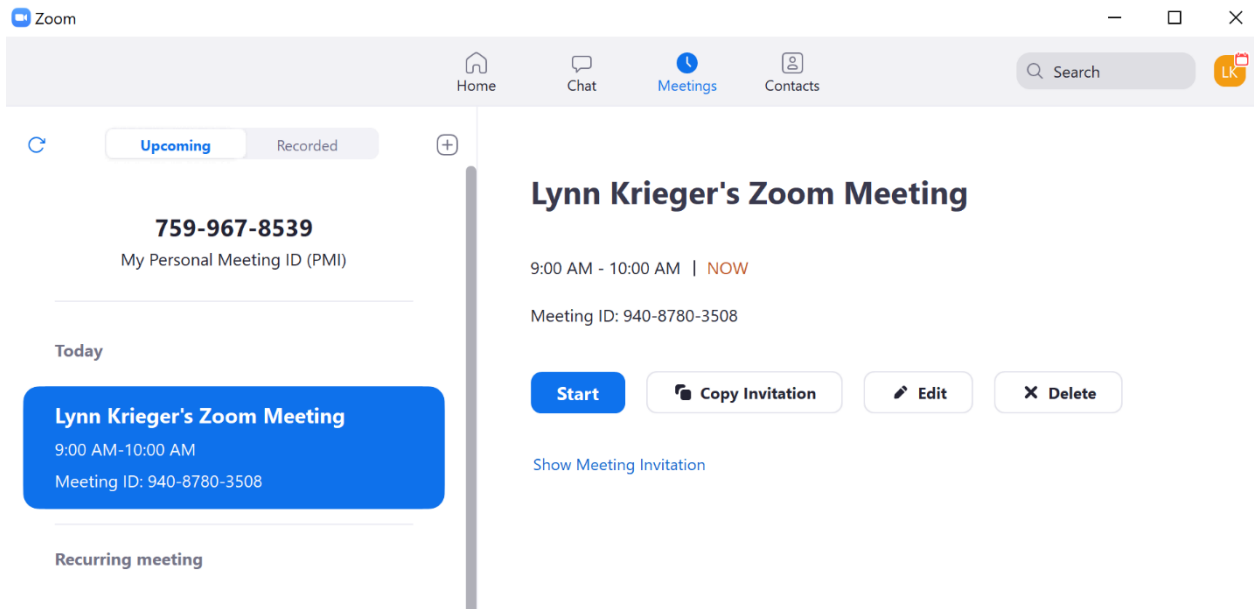
13. Under “Calendar,” select your choice.
14. Click the “Advanced” settings and choose “Enable join before host.” *If you are using a Lewis Brisbois Bisgaard & Smith link, this will be selected for you – it means your Committee Attendees can join prior to you (the host) joining the meeting. They will not, however, be able to talk among themselves because we will have preset the meeting to “Mute participants on entry” so they won’t be disruptive as they join. We will also preset (and recommend you do the same if you’re hosting on your own account) the meetings so the participants can “unmute” themselves. I’ll send draft instructions to all Committee Chairs for distribution to your attendees, explaining this setting.*
15. **Click the blue “Schedule” button at the bottom of the page.** This will “save” the meeting you just scheduled, and if you’ve selected “Outlook” as your calendar, it will save the meeting as an Outlook calendar event. You can now circulate this calendar event and save it to your own calendar and invite your attendees. You can also simply copy the contents of the calendar event and send it in the body of an email to your attendees. Or,

you can go to the next step, below, and simply click the “Copy Invitation” button and then paste the invite into whatever format you prefer.

16. You’ll then return to your Zoom “Home” screen. Click “Meetings” from the choice at the top of the application window.



17. This will take you to the following screen where you can start your meeting, copy the invitation for distribution, edit, or delete your meeting. *If you are using a Lewis Brisbois Bisgaard & Smith link, I will send all of the meeting information to you, which you can then forward to the individuals who RSVP'd to your meeting.*



Step 5: Get Comfortable with Zoom Controls - How to Manage a Meeting

As the “host” of a meeting, you’ll want to be comfortable with the controls before your meeting. I find it helpful to think of the Zoom meeting operating just as though you were in your Committee Meeting, at the podium. In that instance, you would be the “host.” Below, I’ll explain how to add an additional person, such as another Committee Officer or other designated person, to field technical issues that arise during the meeting or mute/unmute disruptive participants. In addition, there are some settings on your own screen that pertain only to the individual viewer.

1. Screen Layouts (Full Screen, Active Speaker, and Gallery Views)

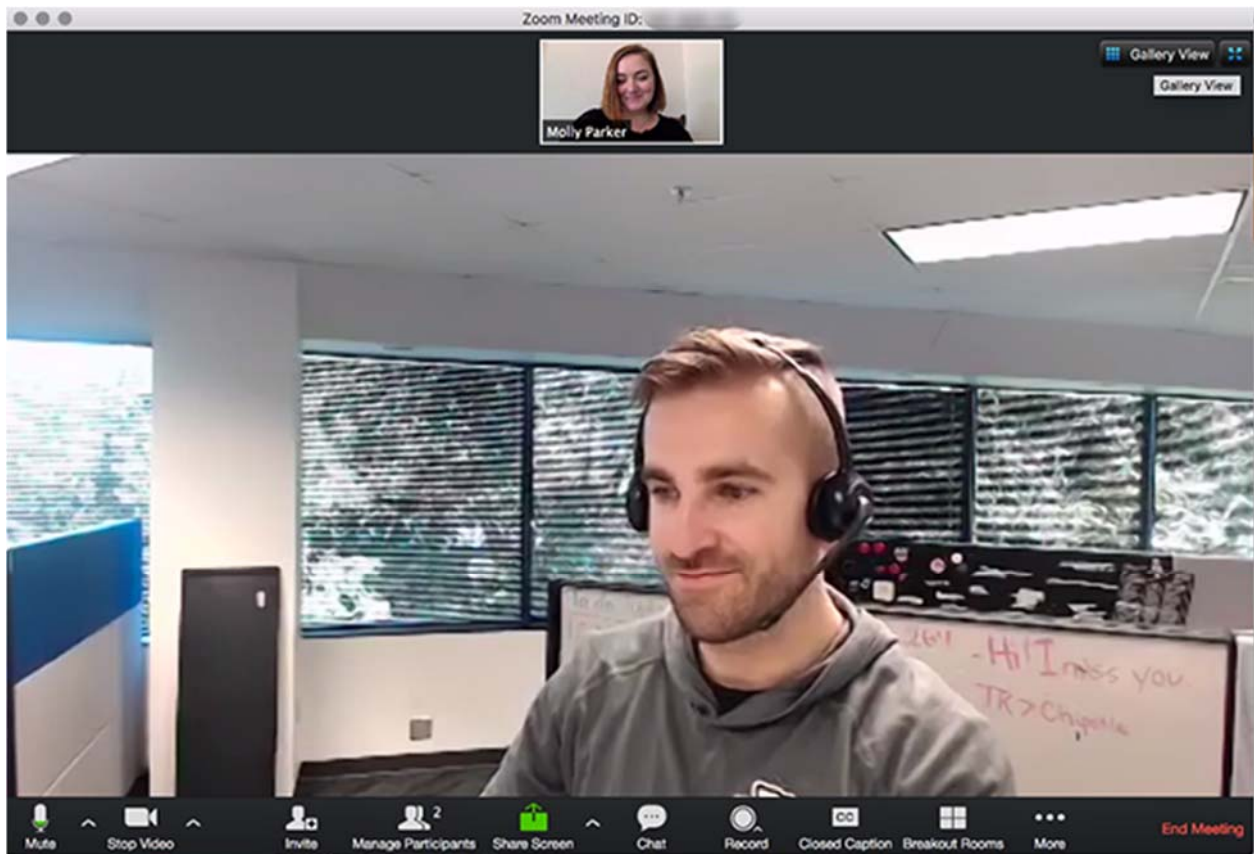
Zoom online guide: <https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->

All of the screen layout icons are visible in the upper right hand of your Zoom screen.

Initially, you can decide whether to have the entire application take up your screen (“Full Screen” mode), so that none of your background applications are visible.

You can then choose either “**Active Speaker**” or “**Gallery View.**”

“**Active Speaker**” is the default video layout. It will switch the large video window between who is speaking. If it is a one-on-one meeting, it will display your video at the top, and the other participant's video below.



“Gallery View” allows you to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.

2. Managing Participants in a Meeting

Zoom Online Guide: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

As the Committee Chair, there are just a few key things to remember:

- How to minimize noise and interruptions from your participants, and allow them to be heard for discussions (“Muting and Unmuting Participants”)
- Process for handing off the “podium” to your presenters
- How to share your screen (or assist your speaker with screensharing)
- Options for handling technical challenges, Zoombombing, and other disruptions

I recommend explaining Zoom “etiquette” (muting sound when you’re not speaking, letting the speaker finish before speaking, sending questions to the presenters via

group chat, warnings about NOT sending group chats if the subject isn't for public consumption, speaker vs. gallery view) and procedures to all of your participants **at the beginning of your meeting (set aside a few minutes for this)**. *I will send you draft instructions to send your attendees, about the below settings and about the “etiquette” of meeting participation.*

Muting and Unmuting Participants

If you're using your own Zoom account, as the host, you have the ability to set the meeting to “Mute participants on entry.” This simply means attendees joining your meeting will not disturb your meeting when they join. This is handy if people joining the meeting have background noise, or if participants are not familiar with the process and begin talking as they join the meeting. This setting is available when you first set up your meeting. It is also available once you're in the meeting, as described below.

Once in a meeting, as the host, you have the option to:

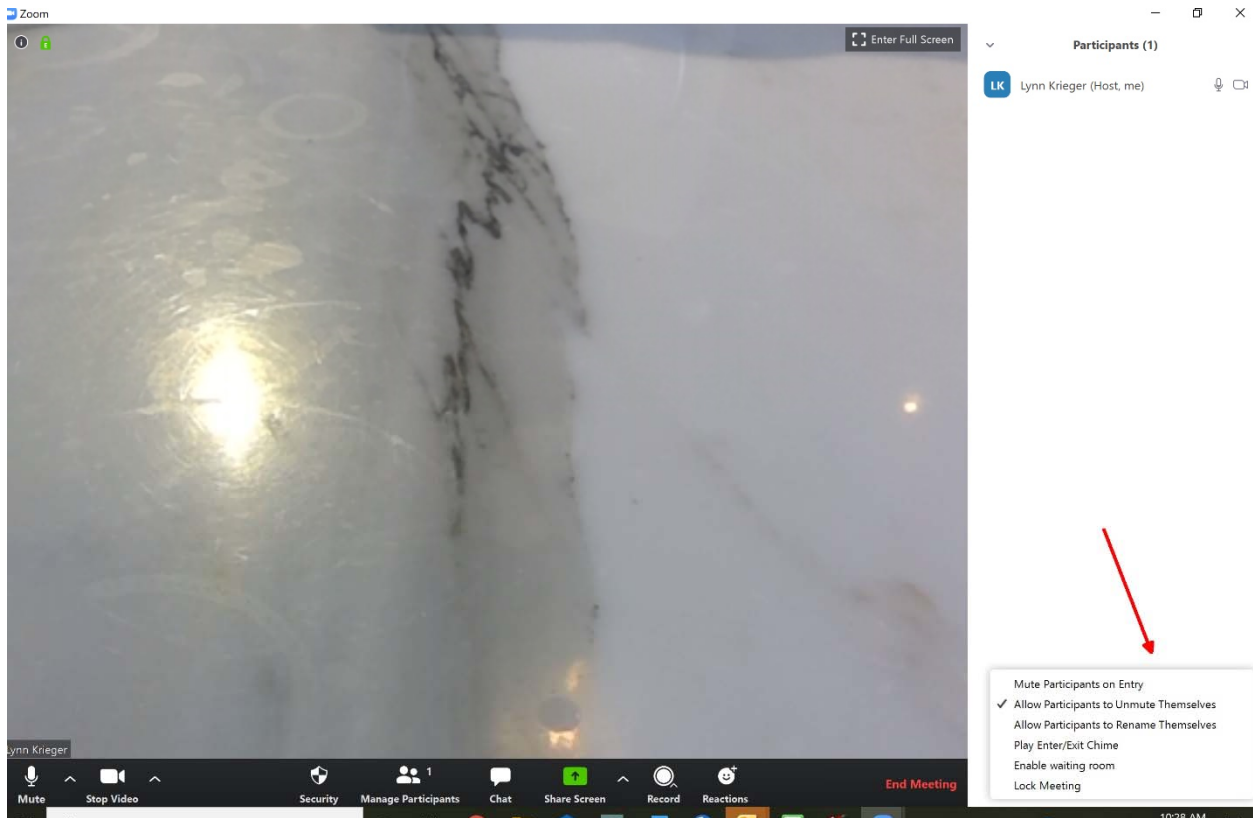
Mute All / Unmute All: Mute or unmute all participants currently in the meeting.

Mute participants on entry: Automatically mute participants as they join the meeting.

Allow participants to unmute themselves: Participants can unmute themselves if they want to speak to others in the meeting.

Allow participants to rename themselves: Participants can change their screen name displayed to other participants.

Play enter/exit Chime: Play a sound when participants join and leave the meeting.



If you are using your own account, I recommend selecting “Mute participants on entry” and “Allow participants to unmute themselves.”

Process for handing off the “podium” to your presenters

The process for handing off the “podium” to your presenter is simply a factor of introducing your presenter and then muting yourself. As the host, you can control, what happens in your meeting. But just like any other meeting, you’ll rely on people to be polite and mute themselves while others are speaking. Remember that the ability to see the speaker fully is within the control of each individual – this is not something you, as the host, controls. If you set your screen display to “Active Speaker” mode, only the speaker will appear on the screen. By muting yourself (and if your participants mute themselves), and unmuting the presenter, only the presenter will appear on the screen when you’re in “Active Speaker” mode. *I recommend you suggest this protocol to your meeting participants at the beginning of your meeting and again when you hand off the “podium” to your speaker.*

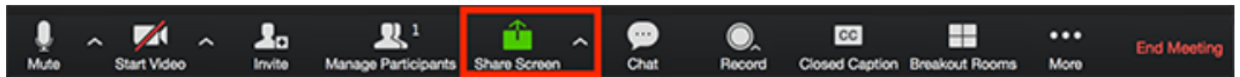
How to share your screen (or assist your presenter with screensharing)

Zoom Online Guide: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

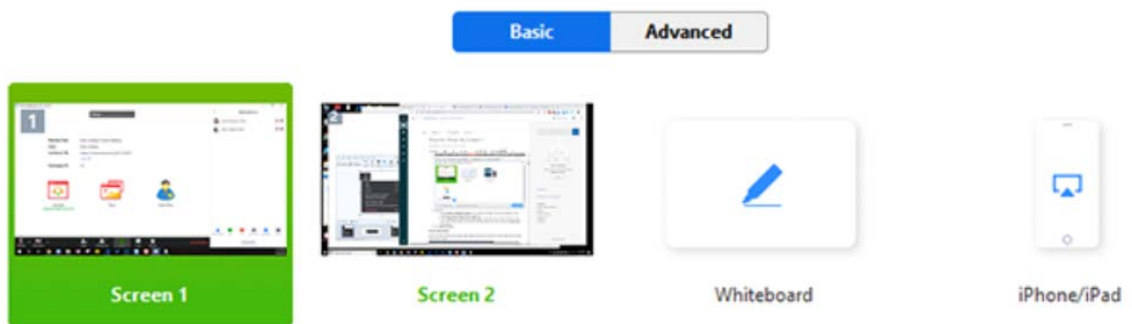
You and your presenters can share screens with your attendees. You might want to do this if you have a power point presentation or other presentation that you want your participants to see while you are speaking.

You do not have to do anything to allow other participants to share their screens – by default, all participants can share their screens. This includes your presenter. If you have concerns about your participants inappropriately sharing their screens, you, as the host, have the option to prevent participants from accessing screenshare. This is unlikely to occur and I therefore did not specifically include these instructions.

- To share your screen (these instructions apply to anyone who wants to share their screen), first ensure what you want to share, is open and ready to go on your screen (i.e. you don't have multiple applications or personal items open and visible).
- Click your “Share Screen” button at the top of your screen:



- Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.



- Click Share.

Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.

To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: Enter full screen automatically when a participant shares screen.

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

- To stop sharing, simply click the red “Stop Sharing” button.

Options for handling technical challenges, Zoombombing, and other disruptions

Designate one of your Officers as the point person to deal with technical issues that may arise during the meeting so you, as host, are not trying to manage connection issues.

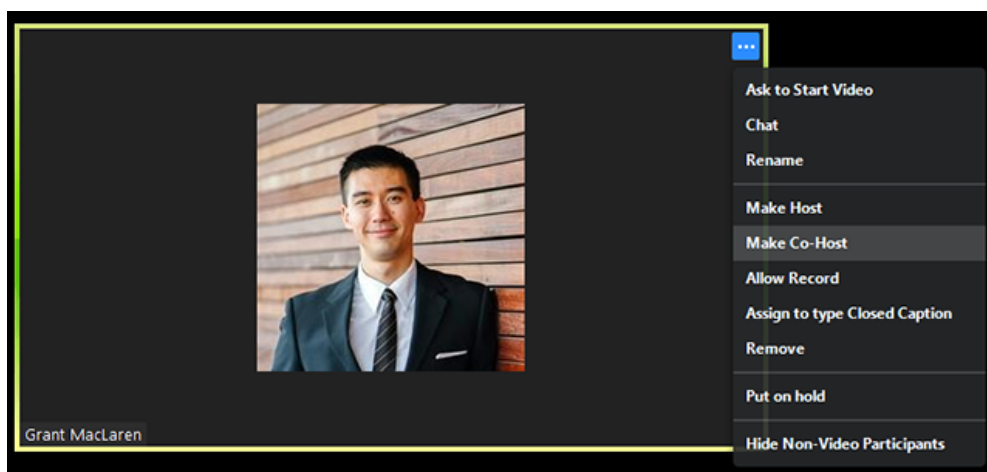
- Make that point person a “Co-Host”

Zoom Online Guide: <https://support.zoom.us/hc/en-us/articles/208220166-Alternative-host>

The “Co-Host” option will be the more appropriate option for most, if not all, of the Committee Meetings for those of you designating a fellow Committee Officer to assist during the meeting.

Zoom Online Guide: <https://support.zoom.us/hc/en-us/articles/206330935>

There are two ways to designate a Co-Host: Once in the meeting, the host can hover over the user's video, click on the three dots and choose “Make Co-Host.”

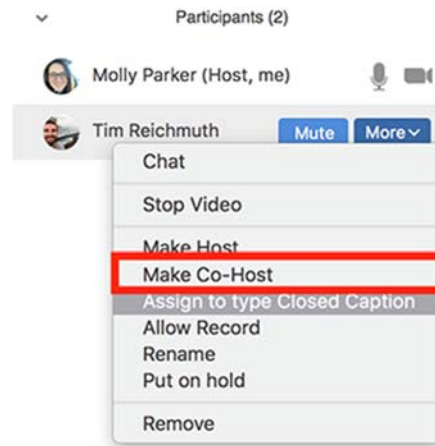


Alternatively, the host can make another participant a co-host through the Participants window.

Click on Manage Participants in the meeting controls at the bottom of the Zoom window.



Hover over the name of the participant who is going to be a co-host, and choose “More.”

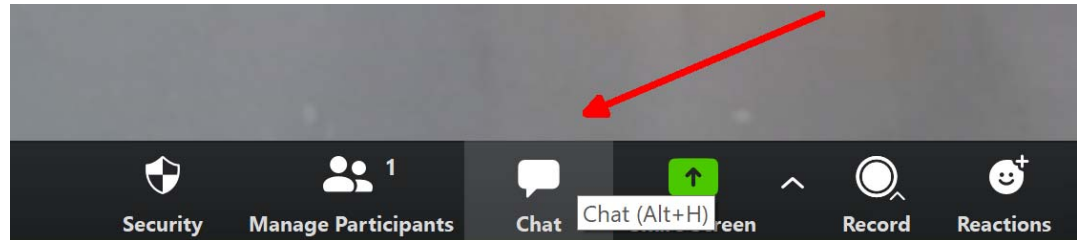


Click “Make Co-Host.”

Once a participant has been made a co-host, they'll have access to the co-host controls and can manage participants just as a host.

- Provide your participants with your Co-host’s email and phone number in the event a participant is having difficulty connecting, or other technical difficulty.
- You may also want to announce that your designated contact person’s information when you start the meeting.
- You may want to have that person send a group chat with his/her contact information at the beginning of the meeting, and explain that he/she can be contacted by “Private Chat” as well if anything arises during the Meeting.
Zoom Online Guide: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

To start a “Chat” or show the “Chat” menu, click on the “Chat” icon at the bottom of your screen. As the host, you can set chat controls for your attendees.



You should warn participants about the difference between a “Group Chat” (which can be viewed by everyone), and a “Private Chat,” which can only be viewed by the participants in the chat. *Note: Private messages between participants are not viewable by the host.*

Zoombombing: Zoombombing happens when uninvited guests join Zoom meetings and share their screens to bombard real attendees with disturbing and/or violent imagery. We’ve received a number of inquiries about the security of Zoom, based on reports of Zoombombing. My understanding is that most of these “Zoombombing” events were perpetrated through publicly available Zoom links (i.e. publishing the meeting URL along with the meeting number and password), or Zoom meetings without any password protection.

In the unlikely event an uninvited or difficult participant disrupts a meeting, treat it as you would with an unruly meeting attendee:

- Ask the participant to allow the presenter to continue speaking.
- Mute the participant
- Go to your Manage Participants list at the bottom of your screen (see above image), find that name, click “more,” and remove that participant. When you remove a participant, they cannot rejoin the meeting.

3. Ending the meeting. To end the meeting, simply click the “X” in the upper right-hand corner of your screen and select “End Meeting for All.”

Prepare for Your Committee Meeting

Now that you're comfortable with Zoom, here are some tips for your meeting:

CHECKLIST:

1. Is your computer fully-charged and plugged in?
2. Have you closed all other programs on your computer, aside from your web browser (and PowerPoint, assuming you will be showing slides while teaching)? It is particularly important to **close your email and all notifications so they do not disrupt your meeting.**
3. Have you closed all other tabs in your browser?
4. Have you turned off the sound on your cell phone? Removed from the room any landline handsets that might ring during your meeting?

For an example of how disruptive this can be, [check out this recent interview with a pandemic expert whose “goofy” ringtone repeatedly interrupted his online interview.](#)

5. Have you (and your presenter) opened the PowerPoint slide deck or other documents that will be used?

PRESENTATION TIPS: *Courtesy of the University of Texas*

Tip #1 — Light It Right

Give yourself the gift of good lighting. Your lighting source should be in front of you and behind your computer. In a perfect world, you might have two lights—one slightly to the left and one slightly to the right. In any event, do not have a window or big light right behind you, and be careful with strong overhead lighting, as it casts bad shadows.

Tip #2 — Have a Good Frame Game

The lens of your camera should be at your eye level while sitting up straight. Raise your computer or your seat if need be but find some way to get your eyes and your webcam on the same level. Also, observe the “rule of thirds” with your framing. You’ll look most natural if your eyes are about a third of way down from the top of the frame, with a little gap between the top of your head and the top of the frame.

Tip #3 — Your Background is Part of the Frame

The best background is one that's simple and uncluttered and as professional as possible under the circumstances. Another option is the “virtual background” feature in Zoom. Be aware that sometimes the fake backgrounds look weird when you move in front of them.

Tip #4 — Clean Sound

Unless you're in an exceptionally quiet environment, use a microphone if one is available. A stand-alone microphone is best but one built-in to an earpiece (such as the earbuds that come with an iPhone) can be good, too. Just avoid holding it too close to your mouth or having it rub against your shirt. **Bonus sound tip:** Be careful to not shout or raise your voice needlessly. Many people do this without realizing it, because it *feels* as if your audience is far away, but there's no need.

Tip #5 — Managing a Bad Connection

If you or anyone in your meeting is experiencing a bad connection, the first fix is to have them turn off the video feature. You can turn off your own video and, as the “host” you can turn off anyone else's video, too. **Bonus video tip:** you may want to add your professional headshot to your Zoom profile. That way, if you turn off your video, participants can still see your face. You can add a picture, change settings, or set up impromptu Zoom meetings at utexas.zoom.us.

Tip #6 — On Point with PowerPoint

If you're using PowerPoint for a presentation, cue it up in presentation mode before sharing it (and before starting your Zoom presentation) so that participants see your first slide and not just the application with all your thumbnails. Need to move easily between Zoom and PowerPoint? On a PC, you can use Alt-Tab to jump between windows. On a Mac, hit F3 and then use your mouse to pick the window you want. This allows you to move between Zoom and PowerPoint without changing what's happening in either window.