# **National Federation of the Blind Guidance for Hosting Zoom Meetings**

This is to help guide leaders of the National Federation of the Blind and other meeting hosts as they host Zoom meetings. These tips can be helpful for chapter or division meetings, affiliate seminars, and other Zoom meetings during the COVID-19 pandemic.

## **Welcome & Introductions**

* Welcome: Open the meeting by welcoming everyone and confirming the name and purpose of the meeting.
* Federation: Say our full name, National Federation of the Blind. For branding and newcomers, please say the full name throughout the meeting. Occasionally reference to “the Federation” is on brand. Please limit use of saying NFB.
* Use other branding components throughout the meeting as appropriate (e.g., “live the life you want” tagline, one-minute message, etc.)
* Introductions: Please introduce hosts of the meeting with titles. Depending on the type of the meeting, allow for attendees to introduce themselves if appropriate. For large-scale meetings of more than fifty, this may not be manageable. In the event of large meetings, capture attendance by asking people to add their name to the chat.
* Especially for large meetings, consider asking everyone to keep their audio on mute until the Q&A or portion of the meeting where they can ask for the floor. This will cut down background noise. There is an option to keep people on mute if needed.
* Set expectations: As part of the introduction, announce the agenda and discuss options for Q&A time. Depending on the meeting, it may be best to have the Q&A session at the end of the agenda.

## **Video & Audio**

* Check whether your microphone is unmuted or muted.
* Treat mute as being the normal state and unmuting for only as long as you need to talk.
* Be cautious of background noise as it can be disruptive.
* Check whether your camera is on. If you choose to have video, it’s good to be presentable in smart or business casual attire.

## **During the Meeting**

* During presentations, be sure to acknowledge the audience from time to time. This is welcoming and a good opportunity to encourage further participation in the organization.
* If part of the agenda, call upon others to talk about a specific subject and give a pause as they unmute themselves.
* If questions are allowed, it is good practice to continue having people request the floor by stating their name and having the host or leader of the meeting to acknowledge the person they wish to have the floor, just as in an in-person federation meeting.
* Close the meeting with ways for people to connect with the hosts and leaders and how to access more information such as the website both national and affiliate.

## **Promotion**

* Let people know about the Zoom meetings on social media, emails, and other communications that promote your event prior to the event.
* If the meeting is helpful for a broader group across the country and not state specific, please send the details to communicationsteam@nfb.org for national promotion.