### General Tips

- Test the software program before your meetings and become familiar with differences between programs: Zoom, GoToMeeting, GoToWebinar, and/or WebEx.
  
  WSAC is using Zoom | Zoom training materials can be found online at: https://support.zoom.us/hc/en-us

- Take 30 minutes before the meeting starts to practice video, audio, muting and unmuting, screen sharing, presenter sharing and changing presenters, chatting and questions. If you have the opportunity practice the day before in case you need more time to learn and acclimate to the new environment.

- Use video, if possible, to keep people’s attention.

- Have an agenda and script that include when presenters will need control and when to unmute attendees for questions and comments.

- Start meetings 30 minutes early to test audio, web cam and screen sharing, and solve attendee problems.

### Starting your meeting

- If you are going to allow audible questions and interaction from attendees, ask users to mute from their end, if possible.

- Explain the agenda and chat/question/raise hands options to attendees.

- Ask speakers to announce themselves before speaking. (You can ask this of members of public who decide to speak at public comment portion, just as you would in a regular meeting.)

### Ending your meeting

- Thank your attendees for participating and remind them of any other information they’ll need to know and if/when/where the recording should be available.

- Share your meeting’s recording on your website and with your attendee registration list.