



## THE CATHOLIC WOMEN'S LEAGUE OF CANADA TORONTO DIOCESAN COUNCIL

### Virtual Meeting Guidelines

#### 1. Pre-Meeting Preparation

- Use a meeting space within your location (i.e., home or elsewhere) that is private, free of noise and distractions from others, pets, etc.
- Cancel notifications on your computer, phone, etc.
- Ensure that you have the meeting link, phone number and access code.
- Test your computer or mobile internet connection, audio and video.
- Finish your snacks or meals and other activities before joining the virtual meeting/event.
- Check the lighting in the room which should be from the front and not behind you. You may need to turn off lights or close blinds if there is too much light.
- Position yourself by adjusting your seating so that you are at the centre of your screen.
- **Host**
  - Open the meeting/event 20-30 minutes in advance so that everyone is settled and it starts at the scheduled time.
  - Enable the meeting waiting room before allowing members to join the meeting. Place message in the waiting room. For example, for prayer services remind members to be in a prayerful state for the meeting.
  - Acknowledge members as they join the meeting.
- **Participants**
  - Login to the meeting 5-10 minutes in advance so that you are settled.
  - Observe meeting waiting room instructions.

#### 2. Host Pre-Meeting/Event Announcements (3-5 minutes before official meeting start)

Good morning/afternoon/evening everyone! My name is **Name, Position**. Before we start, I have a few virtual housekeeping reminders. My co-host(s) is/are **Name, Position, Council** and she/they will be responsible for the administrative and technical side of the meeting/event, such as managing participants by muting/unmuting, providing access into meeting, answering chats, etc.

#### Virtual Features

- Everyone will be muted so that there is no background noise.
- Your mute button is the microphone icon (white) on the lower left corner of your screen. Click on off to display to speak. Redline means you are muted.
- The video button is the video icon (white) on the lower left corner of your screen. Click on off to display your image. Redline means you are not visible.
- For those of you on the phone use (the mute button on your phone using \*6 to mute/unmute).

## Toronto Diocesan Council Virtual Meeting Guidelines

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- You can change between the Active Speaker or Gallery views located on the top right-hand corner of your screen. The Active Speaker view provides a large image of the active person speaking and Gallery view allows you to see everyone on the screen.
- Privacy: This virtual meeting/event is being recorded (or recorded). Your photo may also be taken by others. You have the option to disable your camera and video on your computer.
- The Chat feature is located at bottom of screen. Use it to send messages to the co-host(s) as the host may find it difficult to attend to your questions. You can also use this to send private messages to the participants but keep these to a minimum.
- Display Name: Use the name that you are known as a CWL member so that others will be able to identify you. To rename yourself, use the “Participants” button at the top of the Zoom window. Place your mouse over your name in the on the top right side of the Zoom window. Click on “Rename” Enter the name to appear in the Zoom meeting and click on “OK”.
- You may be asked to turn off your video icon to conserve on bandwidth if video(s) are shown.
- At the adjournment of the meeting, we will have an opportunity to further socialize with others before we close the virtual session.

### 3. Participant Expectations

This is a business meeting/event, and we ask for your cooperation with the following:

- Turn-off Your Screen (Video)/Mute if you are ...
  - Talking, doing house chores, shuffling papers, etc. Do not make overt gestures or display polarizing symbolisms in view of your screen, etc. before, during and after the meeting/event as these activities maybe distracting to other participants.
  - Finish your snacks or meals that are visibly apparent to others before joining the virtual meeting or turn-off your video and microphone.
  - Use the chat feature or raise your hand to be acknowledged before speaking.
- You will be asked to unmute yourself if you are assigned to speak.
- Take lots of notes so that you can take them back and further inspire members at your council. Have a productive meeting/event!

Adapted from Zoom Meeting Tips



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**Virtual Meeting Safety Tips**

*"Emails, text messages, social networks and chats can also be fully human forms of communication." - Pope Francis.*

Councils are gradually moving to using virtual technology to stay connected with members. With this increased use, members and councils must be aware of the security issues and implications around their use.

- Protect your virtual account and do not share the access code or PIN with others.
- Use a password to protect the meeting.
- Do not add the meeting access links and passwords on posters and social media links.
- Provide meeting links and passwords only to those who have confirmed their attendance.
- Put attendees into the waiting room before they join the meeting.
- Enable screen-sharing for only the hosts, cohosts and those assigned to speak.
- Request attendees to identify themselves when they join the meeting.
- Remove attendees if they do not identify themselves.
- Indicate on posters that the meeting or event is being recorded and that photos may be taken.
- Log-off or close the link at the end of the meeting or event session.



*Adapted from Cisco WebEx, GoToMeeting and Zoom security tips.*

**World Communications Day  
May 16, 2021**

*"Come and See" (Jn 1:46). Communicating by Encountering People Where and as They Are*