

# Virtual Meeting Room

Organization: (optional) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_

We/I understand that we/I are/am responsible for the conduct of attendees and agree to comply with the Community Meeting Room Use Policy.

We/I understand that the following security features will be enabled:

- **Waiting rooms:** All meetings will hold participants in the waiting room until the host admits them to the meeting. Waiting rooms provide an addition layer of security.
- **Lock the meeting:** The host can lock the meeting after a certain time to prevent anyone new from joining. Locking the meeting is suggested, once all members have arrived.
- **Remove participants:** The host is responsible for removing members behaving inappropriately. If the host removes a participant from the meeting, they cannot return. Inappropriate behaviors include, but are not limited to: nudity, swearing, inappropriate hand gestures, etc.
- **Mute participants:** Participants are muted upon entry. The host can mute/unmute individual participants or all of them at once. The host can block unwanted, distracting, or inappropriate noise from other participants.
- **Disable video:** The host can turn a participant's video off, allowing the host to block unwanted, distracting, or inappropriate gestures on video.
- **Screen Sharing:** Screen sharing will be available only to host and co-host(s) only.

Disabled Features:

- File Transfer
- Annotations
- Private Chat
- Recording
- White Board
- Remote Screen Sharing

Signature: \_\_\_\_\_

## Getting Started

- Devices – You will need a computer with a webcam and microphone, or a mobile device to participate in a Zoom meeting. If you need a device, please contact to library to request a laptop for checkout.
- Join from your web browser – You do not need a Zoom account to attend a Zoom meeting or program. Once you have clicked on the provided “Join from your browser” URL from your email, you can join a meeting (or program) through your web browser on a desktop, laptop, or mobile device. If a program requires you to enter a password, the password is part of the link.
- Once you click on this link, you will be prompted to enter your name which will be displayed on screen. You will be put into a “waiting room” and will be admitted by the library host.
- If you have a Zoom account, you may enter the program meeting code and password to join the meeting.
- System Requirements – To ensure your device is ready to launch Zoom for library programs, [refer to these System Requirements for PC, Mac, and Linux.](#)

## Zoom User Tips

For the best experience participating in a library program held on Zoom, follow as many of these recommendations as you can.

- Chrome browser is recommended if you are joining via a web browser.
- A laptop or desktop is preferred over a Smartphone or tablet.
- If possible, connect using a computer headset. Headsets that connect via USB are the best choice. This will help you listen better to the presenter.
- Don't run other programs while using Zoom. Close unnecessary applications so all processing power can be used to maximize the quality of your Zoom session.
- Pay attention to your background. Too much light behind you and you appear to be only a dark figure. Keep a good source of light in front of you and behind your camera/device. And keep in mind busy backgrounds may be distracting to others. Pay attention what is on your screen and only share what you would want to share in a public space.
- Mute/unmute, turn on/off video. Depending on the type of program, use the Mute/Unmute, Start/Stop Video icons to communicate with the other side. Learn more about our programs below.
- Be on time and don't leave. This way you won't potentially get locked out of an event or program.

**Best practices when participating in online conferencing:**

1. Try to join the meeting a few minutes early in case you need to download the application or run any updates
2. If possible, find a quiet place where you will have fewer interruptions during your meeting.
3. You can choose whether to connect via video or by voice-only.
4. When not speaking, please mute your microphone as to avoid background noise that can be disturbing to the meeting.
5. While calling in is definitely an option, if possible, use the Zoom app on a desktop or laptop, tablet, or mobile device rather than calling from a landline or mobile number, as some of features (like “raise your hand,” chat, and “mute microphone”) are only available in the app.

**Your Meeting Date and Time:** \_\_\_\_\_

**URL:** \_\_\_\_\_

**Your Meeting ID:** \_\_\_\_\_

**Passcode:** \_\_\_\_\_