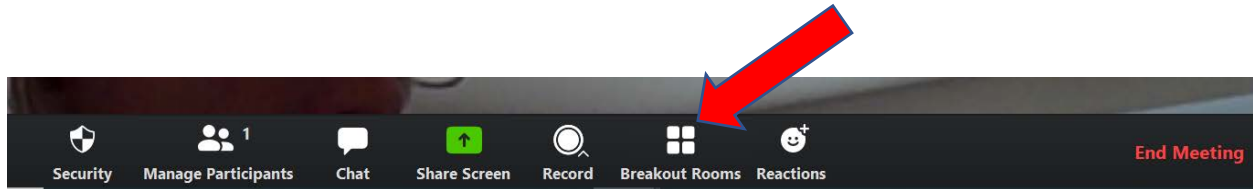


## Zoom Tips for WWME Virtual Weekend

### I. Breakout Rooms for Priest Dialogue or Trialogue

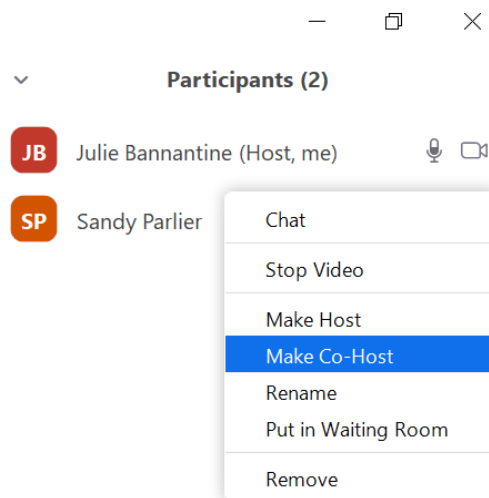
- Breakout rooms can be created by Host of Zoom meeting. Selected couples/priests can be assigned to this room for private dialogue space. Breakout rooms are enabled on the Zoom Host's account before the weekend. (See <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms> for video on how to enable Breakout Rooms.)



- Host can then close the Breakout room or send a broadcast to the Breakout room to bring the couple/priest back to the main meeting.

### II. Co-Host

- It is good to make another Presenting Couple or Priest a Co-Host on Zoom in case something happens to Host's connection or other issues arise.



### III. Security—Host Admits Couples

- For security and for controlling the WWME Experience, set up Zoom to Use a Waiting Room and Admit Couples. **ADMIT COUPLES ONE AT A TIME.** Admit only recognized couples.

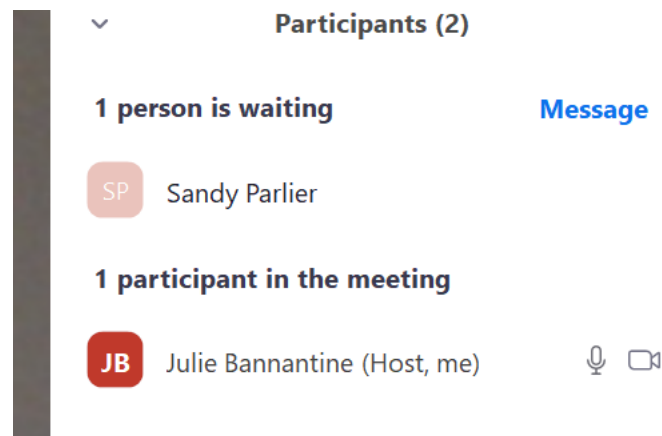
<https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms>

As the meeting **host**, you can **admit** attendees one by one or hold all attendees in the waiting room and **admit** them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your **Zoom** account or are not signed in.

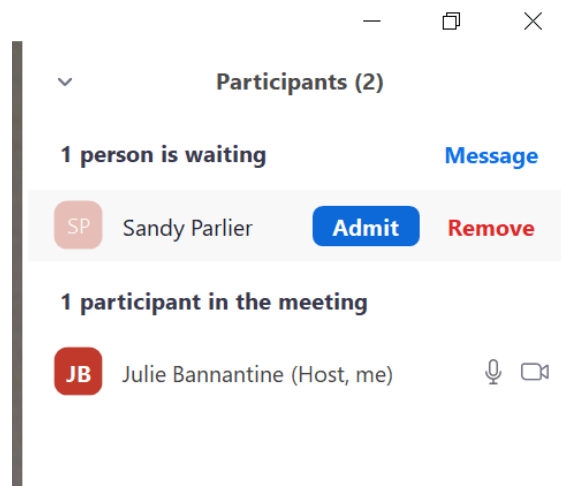
support.zoom.us › en-us › articles › 115000332726-Waiting-Room ▼

[Waiting Room – Zoom Help Center - Zoom Support](#)

You will see the Couples names as they log-on to the meeting. See below.



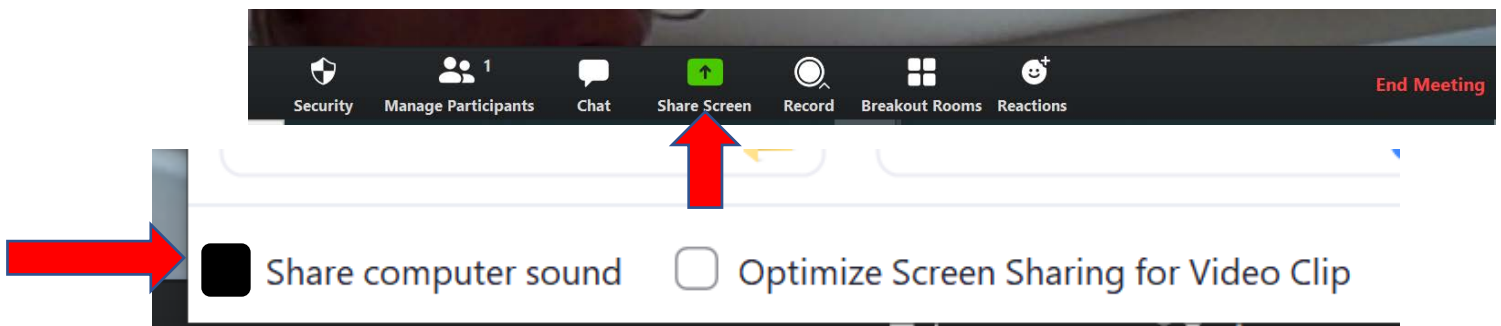
- Then Click "Admit" to let them in.



- Additional security to be considered: Lock the meeting room. However, this does not allow participants to join late.

#### IV. Music

- We initially tried to use a speaker next to the computer to play the music. With multiple Zoom participants, the sound quality was sub-par.
- It is better to Share Screen and “Share computer sound” on Zoom (see image below). A weakness of this method is that everyone can see the presenter’s screen. In this Virtual WWME experience, we played music from presenter’s Apple Music so they saw the presenter’s library. This was distracting for some couples. One couple suggested : *Maybe it would work better to use an audio cable to connect a cell phone or mp3 player directly into the mic port of the computer, then you could play the whole song directly into the audio stream without changing any of the video conference setup. There might need to be some careful adjustment of the volume ahead of time, though. Or, log into the video conference ahead of time from a different device with the music, and play the music from there, so the presenters could still be speaking and presenting, right up to the music cue.* The second device would need to be the one to Share Screen. **Ensure all attendees are muted and the host is muted as well while playing the music.**



- Improved manner of playing music and verifying it before the weekend needs to be done before next WWME Experience.
- **APPLE MUSIC DOES NOT HAVE GARTH BROOKS “IF TOMORROW NEVER COMES”**

#### V. Contingency Plan

Ensure a contingency plan is created in case the Host, a presenter, or Zoom goes down. We suggest designating a co-host in Zoom. In addition, circulate talks amongst the teams so that alternative presenters can step in and pick up a talk if necessary. In addition, designate a secondary platform in case Zoom goes down or there are issues with it. In our case we used GoToMeeting. There are other platforms such as Teams.