

**Highly Interactive Tools** – There are many free and paid options for hosting virtual meetings. Chances are someone in your club already has a pro version of one of these for their business, but there are also lots of great no-cost options that include basic features. Many of these programs are offering reduced fees and no-cost extended trials during this time.

- **Zoom Basic Free** <https://www.youtube.com/watch?v=-2pq4l1urXA>
- **GoTo Meeting Free** <https://support.goto.com/meeting>
- **Google Hangout Free**  
<https://support.google.com/hangouts/answer/3115553?co=GENIE.Platform%3DDesktop&hl=en>
- **Jitsi Free** <https://jitsi.org/>

**Less Interactive** – There are other tools that are still incredibly useful and may be the perfect fit, but don't require that everyone log in at a specific time, which could be the perfect level of flexibility for your club. The suggestions below range from social media tools to project management and communication tools.

- **Facebook Live** <https://blog.hubspot.com/marketing/facebook-live-guide>
- **Instagram TV** <https://www.youtube.com/watch?v=EaRxqAW9mUY>
- **Basecamp** <https://basecamp.com/>
- **Slack** <https://slack.com/>

### **Tips for hosting a “Virtual Meeting”**

- ✓ Consider shortening the length of the virtual meeting to make it more feasible for members to “tune in.”
- ✓ Do keep your fellowship activities if they can easily migrate online (for example, “getting to know you” activities, interesting speakers, and happy bucks/dollars)
- ✓ Avoid taking up “video time” with elements of your meeting that would be better shared in writing such as basic announcements or upcoming dates to note – consider sending those in a follow up email once the virtual meeting concludes
- ✓ Check out Rotary resources on virtual meetings
  - <https://www.rotary.org/en/how-take-your-club-online>
  - <https://my.rotary.org/en/learning-reference/learn-topic/online-club-meetings>
- ✓ Here is a link to a help doc which allows you to join a TEST Zoom meeting to familiarize yourself with microphone/speakers, video, etc.  
<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
- ✓ For those of you who want to do a deep dive into meeting controls and become a real Zoom geek, refer to this help doc: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

## Security for Zoom Meetings

Unfortunately, some hackers have been successfully infiltrating Zoom meetings. To properly secure your meetings while using Zoom, please use the following best practices. Additional information can be found in the links below.

- ✓ Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests.
- ✓ Do not share a link to a teleconference or classroom on an unrestricted publicly available social media post. Provide the link directly to specific people.
- ✓ Manage screensharing options. In Zoom, change screensharing to “Host Only.
- ✓ Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.
- ✓ Lastly, ensure that your organization’s telework policy or guide addresses requirements for physical and information security.
  - **Zoom supports Covid-19 efforts**
  - **Best Practices for Protecting Your Zoom Meetings**
  - **Secure Your Zoom Meetings with Waiting Rooms**