# City of Gainesville
# Best Practices for Virtual Public Meetings

## Preparing for a Zoom Meeting

1. **Set up your computer/equipment**
   - If you have never participated in a Zoom meeting, review the [Joining a Meeting](#) tutorial.
   - Download the [Zoom desktop app](#) to your computer/device or the [Mobile app](#) for a tablet in advance (phone not recommended for active participation in the meeting).
   - Test your computer or device's audio and [video](#).

2. **Look and sound your best**
   - Lighting should come from in front of you or from the side, in order to best light your face.
   - Keep your background clear of distractions.
   - Choose a quiet room with a stable internet connection.
   - Turn off all desktop notifications (e.g., emails) and close unnecessary browsers on your computer/device.

## Participating productively

1. **Join the Meeting**
   - Click on the URL provided to join the Zoom meeting. Enter a password if requested.
   - When the meeting begins, assume that your microphone and video are live and the meeting is being recorded. *Keep your microphone muted when you are not speaking*.

2. **Make sure everyone can hear and see you**
   - Participants may be muted when the meeting begins. To speak, **unmute yourself** by clicking the microphone icon at the bottom of your screen.
   - Make sure the microphone is close enough to pick up your voice. Speak slowly and clearly.
   - Turn your video on. Click the video icon on the bottom of your screen to turn the video on/off. Click the small arrow next to the video icon to adjust video settings.
   - For meetings with many participants, the moderators may hide or ask you to turn off your video to optimize the audience view of the speakers.

3. **Share comments or ask questions:**
   - To ask the meeting chair/host permission to comment or ask a question, click the "**Raise Hand**" button (bottom right of your screen).
   - When called upon, **unmute** your microphone to speak. State your name for the record.
   - All **votes** will be taken by roll call.
   - The Zoom "chat" function will be disabled for public City meetings.

4. **Make a presentation or share content**

- To show a presentation or other content from your computer:
  - Open the document or application in your desktop or browser before the meeting.
  - When it is time to present, click the "**Share Screen**" button at the bottom of the screen.
  - Click on the document or application you want to share.
  - Click the blue "**Share**" button at the bottom.
  - After the presentation, click the red "**Stop Share**" button at the top of your screen (or the host will end your screen sharing).
- To have the meeting host show display your presentation or other content, notify the clerk or meeting organizer *before the meeting* to request assistance. Provide a copy of the presentation/document.
- Presentation Tips:
  - To maximize visibility for the audience, use larger font and minimal text in presentations. Zoom in or enlarge the screen view as much as possible.
  - Reference page/slide numbers during the presentation to help meeting attendees follow along.

Review a brief tutorial on Screen Sharing: https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

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