

## **“Zoom Room” Checklist**

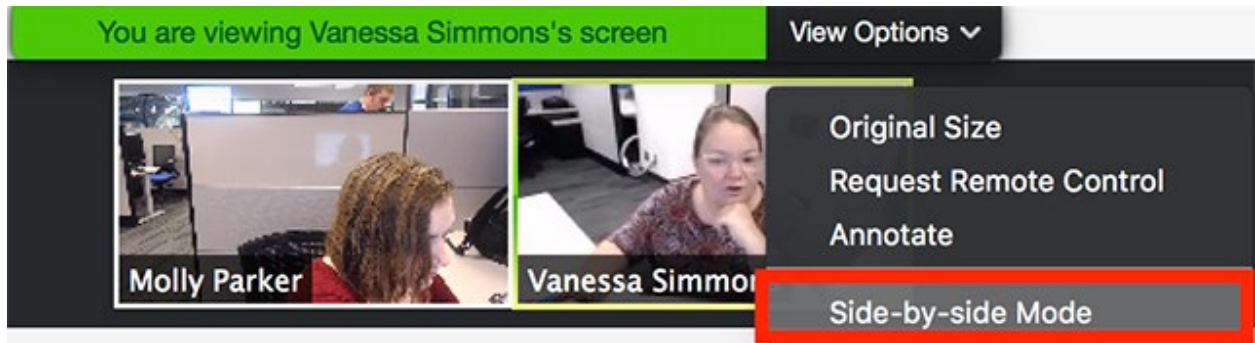
- Reserve Zoom Room on campus for the BOR meeting dates.
- Identify designated Zoom Room Coordinator support staff and send contact info to [mstark@montana.edu](mailto:mstark@montana.edu). Designated support staff should be ready to turn the Zoom video camera on/off as needed.
- Register Zoom Room with OCHE ([mstark@montana.edu](mailto:mstark@montana.edu)), Amy Unsworth will be in contact with BOR Meeting registration link
- Choose Zoom Room layout. Set up room accordingly
- Ensure set up follows social distancing guidelines. All attendees should wear a mask until they are at the podium to speak on camera.
- Set up sanitizing station
- Ensure latest version of Zoom is downloaded and that any computer updates are installed on the computer before the day of the meeting.
- Set up a single audio connection for the entire Zoom Room
- Test audio connection
- Set up test call with OCHE (as needed, recommended for new staff)
- Set up final test call with OCHE and PBS

### **Helpful Tips:**

Screen Set-up specifications:

To view both the Shared Screen Content (such as the Agenda) and the Video Participants we recommend either of these two options

- Use Side-by-Side Mode on a Single Screen: This places the shared screen content on the left panel and the video participants on the right panel. Click on “View Options” and choose “Side-by-side mode” as shown below. Drag the center divider between the two panels to maximize the number of video participants on the right panel.



Drag the divider to the left to maximize video participants:

- Use Dual Monitors: You can also use two monitors or screens. Show the shared screen content on one screen and move the floating video participants panel to the second screen. Then maximize the participants panel to get everyone in a single view.

#### Audio Set-up

One Audio Connection Only: Make sure to have only **ONE (1)** source of audio connected in a single room. The main presentation computer should be connected to audio-out and audio-in and joined to the audio portion of the Zoom meeting. Audio-in can be from a mixer if multiple microphones are required. NO OTHER device should join the Audio portion of the Zoom meeting. Connecting to a single audio source will prevent feedback and echo in the Zoom meeting. If the campus CEO is in the Zoom Room, they will need to stand at the podium to speak.

#### Additional Information

- A regent could be on campus for the meeting (MSU, MUSB, MSUN, FVCC, and UM).
- If a regent joins on campus they can join the zoom room and do not necessarily need a separate room for themselves.
- If Regent is joining in your campus zoom room, set-up a laptop for them; do not join audio through the laptop
- We ask that a name tent is placed in front of the CEO and additional attendees as needed.
- Internal testing is strongly encouraged. OCHE is available to assist with questions and test calls.
- Those not presenting should watch the meeting, not in the zoom room, but via the [Live Video Stream](#).
- Zoom Rooms should be available for public comment as needed. We can ask folks to line up outside the room to maintain social distancing.

[Tips for Using Zoom](#)