

Zoom Host Instructions - Sunday - Hybrid

1. **Log on as host:** 15 minutes before a practice session begins, log on to Bright Way's Zoom as a host (<https://zoom.us/>, username: info@brightwayzen.org, PW: BWZ&Sukha!). FYI, there can be multiple hosts so you don't have to worry about bumping someone off the meeting as you sign in. If someone else bumps you off, don't worry, you'll still have access to host powers. If for some reason you end up as co-host and can't create breakout rooms, click Participants, and then the three dots in the lower corner, then "Reclaim Host."
2. **Rename those connecting by phone:** If someone calls in by phone (such as Ruth Ann), ask them their name and then **Rename** them so others can see who they are (click on the upper right corner of the person's box to Rename, or use the participant's pop up window).
3. **5-10 minutes before things start, we will disconnect from audio** on the Zendo Zoom connections to allow the Zendo to be quiet (people talk in the halls but come into the Zendo to start sitting a little early). *Be aware that we won't be able to hear you.* People on Zoom can continue to visit/welcome new arrivals. If you need to communicate something to the Zendo, try using the chat feature.
4. **Mute everyone two minutes before things are going to start:** First politely announce to people that you are going to do this. Use the "Mute All" option under Participants.
5. **Immediately after muting everyone, send a chat to 'Bright Way Zen – Doan' saying "Everyone muted."** Then the doan/timekeeper will connect to Zoom audio again, unmute themselves, and go ring the densho bell. Click the upper right corner of the 'Bright Way Zen – Doan' Zoom square and click "Chat" to send a message just to them.
6. **Monitor Zoom participant video and audio throughout the entire practice event:** Pay attention to whether anyone is accidentally unmuted and causing background noise, and go ahead and mute them as necessary. No warning is required. Keep an eye on video too; we haven't had Zoom bombers since using a password but it's always possible.
7. **Create breakout rooms for social break:** Five minutes before the end of zazen, turn off your video and **create breakout rooms** for visiting in the 15 minutes between zazen and class/talk. Generally speaking, assign **5-6 people** per room, so this usually means a total of 3-4 rooms. Click on Breakout Rooms and then increase the number of rooms until there are 5-6 people per room, then click Create Rooms. Once you've created the rooms, don't close the pop-up window or you'll have to start over.

A tip for creating breakout rooms: Over time, you may notice certain people never accept their invitations to breakout rooms, or do so only after a long delay. Create breakout rooms manually instead of automatically, and evenly distribute these non-joiners throughout the rooms (we want to send them an invite, but they throw off the room sizes).

8. **Welcome and announcement after zazen:** After the bells are rung to end zazen, unmute yourself say:

"Thank you all for sitting. There will be a talk in 15 minutes. In the meantime, I'll invite those of you on Zoom to breakout rooms to visit with Sangha members." (*After your announcement, someone in the Zendo will greet the Zendo people and give them any relevant additional instructions.*)

9. **Open breakout rooms:** Click "**Open All Rooms**" in your (still open) breakout room pop-up window.

10. **Monitor the rooms in the pop-up window:** As host you will not end up in a breakout room, but can join any one you choose. Don't join right away, though. Many people drop off the Zoom at this point, or do not accept the invite to a breakout room. Note if there are any rooms with only one or two people, and, if possible, shuffle people around - ideally without breaking up a group of 2-3 folks mid conversation! Go ahead and move any people who end up alone, or join a tiny group and warn them you're moving them. Shuffle people who have not yet joined (but still might) so they're evenly distributed throughout the rooms. After a while you get to know who drops off or doesn't join, so you know who to shuffle. Then join a room if you want - ideally joining a room with only a couple people in it!

11. **Continue as Zoom tech support during the talk/class, as needed:**

1. Continue to monitor accidentally unmuted people if they're causing noise or echo.
2. Be on hand to create breakout rooms if the leader/speaker requests it.
3. Feel free to break in and let the leader/speaker know if there are any Zoom issues they should know about (bad audio, missing someone's question, etc.)

Thanks!!! You help keep our Zoom and Zendo Sanghas feeling connected and cared for.