Zoom Host Instructions - Tuesday - Hybrid

1. 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.

2. 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).

3. Be aware that **we may mute the Zendo Zoom** connection around 10 minutes before service begins, if there are people trying to sit zazen in the Zendo. People on Zoom can continue to visit/welcome new arrivals.

4. **Two minutes before things are going to start** (or when you hear the densho bell being rung in the Zendo), **announce that you are going to mute everyone, and do so**. (Click the Participants button and then click "Mute All.") The chant leader/time keeper can then unmute themselves.

5. Throughout the practice session, pay attention to whether anyone is accidentally unmuted and causing background noise, and go ahead and **mute them as necessary**. No warning is required.

6. 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).

7. After the bells are rung to end zazen, unmute yourself and **thank people for sitting, and then say:**

   "Thank you all for sitting. There will be a class in 15 minutes. In the meantime, I'll invite those of you on Zoom to breakout rooms to visit with Sangha members." Then click "**Open All Rooms**" in your breakout room pop-up window.

8. As host you will not end up in a breakout room, but can join any one you choose. Don't join right away, though. **Monitor the rooms in the pop-up window.** 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 others around - only those who have not yet joined a room! - to increase the likelihood that the room will end up with at least 3 people. 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!

9. **During the talk/class**, continue to monitor accidentally unmuted people, and be on hand to create breakout rooms if the class leader/speaker requests it. You might also assist with calling on people during Q&A sessions if the class leader/speaker doesn't seem to be noticing the raised hands.