



Online Meetings for Clubs

District 101 PR Manager 2019-2020

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What is Needed to have a Toastmaster Meeting Online?

- ▶ **Video Conferencing Platform** so people can dial-in using a laptop or a smartphone
- ▶ Member training & practice on conducting **Virtual Presentations** in a professional manner
- ▶ **Remote Meeting Roles** - create your new workflow to digitally submit speech feedback, rate Table Topics, time speeches, etc.

Video Conferencing Platforms

Find one that works for your club

- ▶ Free Conference Call
- ▶ Google Hangouts
- ▶ Google Meet
- ▶ WebEx
- ▶ Zoom
- ▶ Skype
- ▶ Microsoft Teams
- ▶ GoTo Meeting
- ▶ Join.Me
- ▶ BlueJeans

Toastmaster: send out single or recurring meeting invites prior to the meeting and be prepared for difficulties connecting. Assign someone to answer chat questions for troubleshooting. Try the mobile apps!

Virtual Presentations

- ▶ Speaking & looking composed during online meetings will help you improve your digital communication skills
- ▶ Practice modern transferable skills for **interviews, webinars, videos** and **webcasts**

Tips from a Pro

Matt Abrahams, Stanford Professor

[Virtual Presenting Video \(3 min\)](#)

[10 Tips for Giving Effective Virtual Presentations](#)

Remote Meeting Roles

Before the meeting

Toastmaster: email/post the agenda using Word Online, Gdoc, Gslides, etc.

At the meeting

Toastmaster, Table Topic Master, Grammarian, Ah-Counter: virtually present to the audience in a professional manner.

Speakers:

1. Use your laptop's camera app to check how you look
2. Improve the lighting and surroundings
3. Step back from the laptop. Consider using a cabled webcam or directional microphone to improve the audio/video presentation

Remote Meeting Roles (Continued)

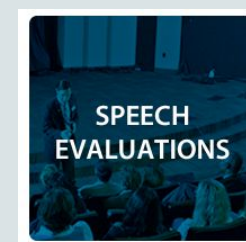
Timer: Use colored paper (red, green, yellow) or a mobile App on your smartphone to display the time. The video conference host should “pin” their “tile” so that the Timer is always visible to the audience. If this feature is not available use the chat window or audible timing to get people’s attention.

Evaluators: Before the meeting download the Pathways evaluation resource for the speaker’s project.

Pathways Basecamp ->



->



Remote Speech Feedback & Table Topics Voting

Copy our Gform template

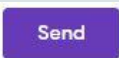

provided by District 101: [LINK](#)

Do not edit -- just copy it!

Before the meeting

Toastmaster: make a copy of the survey Gform template for a single meeting use

Toastmaster: edit the copy to change number of speakers as needed



Toastmaster: send a copy of the live form using Gform  button. Use email or the  Shorten URL [URL Link](#)

At the meeting

Toastmaster: remind members of the link URL and have them fill out the form after Speeches and Table Topics

Toastmaster: use the Responses menu at the top to see live results.

After the meeting

Toastmaster: to provide feedback to speakers select the   green google sheet *or* the 3 dots to be able to download responses to .csv file

Bonus: use Gforms for a guest list too!

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