

## BEST PRACTICES FOR ZOOM REUNION SESSIONS

- For those who don't have zoom downloaded - go to [zoom.us](https://zoom.us) and download - it is free. Takes a couple minutes. Can be on a pc/laptop/pad/i-phone/even kindle as long as there is a camera/mic and internet connection in the device. Zoom session is then opened with a meeting link from an email.
- Organize with your Class Contact (listed on [BerlinBrats.org](https://berlinbrats.org)) and liaise with Jeri (Polansky) Glass, Director of the Alumni organization (BBAA) for additional support and contacts.
- Decide on a date/time. Suggest typically a weekend and perhaps a time that can afford joiners from Europe (even Asia?) and of course the various time zones in the U.S.
- Gather emails. Suggestions - ping individuals on Facebook via Direct Message (or LinkedIn) saying you want their email to send a zoom invite to them for a zoom class reunion; if you know their college alma mater, see if the Alumni office can help reach out to an individual; request a sibling to help with an email contact, request other class members to help if they are in contact with other classmates. Search Facebook, LinkedIn, Google, all social media. Again, check with [BerlinBrats.org/Class Contact](https://berlinbrats.org/Class-Contact).
- Send an initial email to everyone with emails as a 'save the date' along with initial rules. Send zoom invite/link within 3-4 days of the actual zoom session. Maybe send a reminder email on day of zoom.
- Initial rules: how much time allotted for each participant's update (2-3 min depending on how many participants expected), can suggest updates will be timed by the host/co-host, mention off-limit topics (guns, politics, religion, sexual orientation). Class members can forward zoom invite to anyone in the class. Include suggestions to say 'what you've done in life/your family and where you are now.'
- Propose questions for each participant to consider including in their update. Ideas: what they remember/miss most about BAHS/Berlin, who their best friend was, favorite teacher, what years in Berlin, their reunion participation.
- Suggest no more than a 2-hour zoom session - allowing roughly 1.5 hr. for the updates and remaining time for 'free for all'. Don't want the zoom to take over too much of everyone's time. This suggested timing works well for groups of 20-25 people. Obviously, your class can plan repeat zooms like six months into the future.
- Consider hosting zoom meeting with a license stronger than the 'basic' free license (like a pro' license-subscription). The zoom sessions hosted by a free license will end at 40 minutes. Apparently, with the free 'basic' license, the host can request an additional 2nd or 3rd 40 minutes while the initial session is still in progress. Test this to avoid everyone having to re-connect mid-way during a session.
- Try to open meeting before start time so folks can join early. Ask some/someone to join early to find out if there are any tech issues - with login, sound, video, muting, etc.
- At start, ask if anyone needs help with zoom features/navigation, etc.

- Have a host and a co-host to help monitor waiting room and chat room, and to help with moderating and/or any tech issues. Before 'free for all', be sure to ask if everyone had an opportunity to share - someone can easily be missed.
- At start - mention any classmates who are now deceased - check [BerlinBrats.org](http://BerlinBrats.org) Memorial Page for this. Mention any upcoming live reunions/where/dates, etc. Mention [BerlinBrats.org](http://BerlinBrats.org) site for all kinds of data/information/newsletters/history. Also the official Facebook page at: [Berlin Brats Alumni Association](https://www.facebook.com/BerlinBratsAlumniAssociation).
- Be sure to watch the waiting room for joiners - and to admit them. Watch chats and respond.
- Record session: set "record" on start of zoom session and forward recording (saved at end/on logout of zoom) to [BerlinBrats.org](http://BerlinBrats.org), class contact, all participants.
- Capture screen snaps of everyone in 'gallery' view and ensure they are preserved to be kept and forwarded at minimum to [BerlinBrats.org](http://BerlinBrats.org). Probably good idea to test this to be sure the snaps are preserved. As a backup take a cellphone pic of everyone on the Zoom screen.
- Send class yearbook PDF to all participants in advance of zoom reunion (they're available on [BerlinBrats.org](http://BerlinBrats.org)).

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