

Zoom Best Practices

CONSIDERATIONS

1. Consider hosting a presentation or multiple presentations in your Zoom Room!
 - Promote your presentation(s) with a sign floating above the booth with titles and times
 - Sample signs:



2. Reference the Session Agenda and avoid hosting your presentation during VTAS live sessions
3. When hosting a presentation, mute all participants to avoid disruptions
 - Invite attendees to submit questions through the Q+A function, in the chat box, or to hold their questions until the end of the presentation

USING ZOOM

4. Download the latest version of Zoom Client for Meetings at zoom.us/download
 - Please complete this step even if you already have Zoom to make sure you have the most up to date version and it works properly
5. One person is the **Zoom Host**, and they will be provided a Zoom UN/PW to login with
 - *Use the provided credentials, NOT your personal Zoom account*
6. Add your Zoom link to the Zoom Widget in your booth
7. In the live event, click on the Zoom widget and login if you are the Host
 - *If you do not see the option to login, you have to logout of your personal Zoom account*

○ Waiting for the host to start this meeting

Booth Host's Personal Meeting Room

If you are the host, [sign in](#) to start this meeting

8. All other Booth Reps, simply click on the Zoom link in the booth to join the Zoom Room
9. Click on participants to see everyone who is connected to the meeting
10. Zoom Host, create breakout rooms for the number of booth reps you have (optional)

WORKING THE EVENT

11. Check the **'Zoom is Online'** box in the Zoom widget before the show to turn the Zoom link ON!

Zoom Is Online:

- Zoom Is Online
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 - *If not turned on, people will not be able to join your Zoom Room!*
12. If you leave Zoom temporarily, you can 'uncheck' that box in the Zoom widget to turn the Zoom link off
 - If you have an 'Off' Image added to the Zoom widget, that image will replace your invitation to join Zoom image
 - You can also replace your booth image PNG file with a version that removes the invitation to join Zoom, so attendees no longer see that invitation when your Zoom link is off