



Making Mission Possible

LEADING EVANGELISM

LEARNING HUB



Setting Up Well for Online Sessions

Options

We've learnt from the experience of previous hubs the best way to gather for our online sessions. We recommend option 1, and have included some guidelines on how to do this well. Option 2 is second best, but still works if you can't do option 1. The option that works least well is to have some of your group in one room and others in their own homes. Please avoid this option if at all possible.

Option 1 Gather in one place (church room, home), but with each person on their own device to connect to Zoom

The advantages of gathering in this way are:

- There are less distractions than joining the session from your own home.
- It makes the group work easier and more natural as you chat with one another in the same room.
- It enables greater interaction over coffee and lunch breaks.
- There is an opportunity for a bit more 'fun' together.
- It seems to be less tiring than meeting in your own home.
- It enables everyone to contribute to Polls, Chat and so on.
- It helps everyone be visible to the facilitators of the Hub.

Option 2 Each person joins from their own home

You will still meet as a group in a breakout room through the session. If you are choosing this option please ensure everyone has a copy of our ['How to be a Zoom Ninja'](#) guide.

Guidelines for Option 1

It might seem strange to have everyone in one room but on their own device connected to Zoom, but this enables us to use a range of tools that help with engagement through the day (for example Polls, Chat, feedback forms). It also means the facilitators can easily see everyone, and makes it easier to draw people into the discussions.

The set up of the room you meet in will significantly affect the quality of your gathering and your ability to engage with the rest of the cohort on Zoom.

Please identify a suitable venue in your church building or in someone's home, and then follow the guidelines below carefully. It does require some work, but it really is worth it.

Please trial your set up ahead of session 1 so you can iron out any problems before the day.

ROOM

The following will help everyone engage well.

- **Good broadband** This is essential. It needs to be sufficient to have everyone connected on their own device. Zoom recommends 2MB per person is required, so five people equals at least a 10MB broadband connection.
- **Pleasant environment** Good ventilation, heating, lighting, décor all help people enjoy the session.
- **Comfortable layout** It helps if everyone can see each other. It is more comfortable to meet around tables, so people have space to put their handouts, devices, coffee and cake, as well as upright chairs to keep people alert.

DEVICES

Ideally each person will bring their own laptop or tablet to join the Zoom call. Phones are possible, but tend to give a less than ideal experience because their screens aren't big enough.

If someone is without a device of any kind, they can pair up with someone else in the room, but **we really want to stress the ideal is to have everyone on their own device**. This will mean everyone can contribute to the Chat, answer Polls, and complete various other activities. If someone is without any suitable device could they be lent one for the session?



In order for this to work you will need to think about the following.

- **Power** Ensure there are enough power sockets and extension leads in your venue for everyone to be able to plug in.
- **Safety** Route or cover cables so that they aren't trip hazards.
- **Light** Try to set up the room so that no one has a light source behind them so all we see is a silhouette, and that there is plenty of light on people's faces so we can see them.
- **Camera** Encourage people to have the camera at eye height so we get a natural view of each person.
- **Sound** We suggest you have one device connected to some speakers so that everyone listens to the session through one set of speakers (if everyone has their device speakers on it will be a horrible sound). Make sure they are loud enough for everyone to hear comfortably. Generally people will be muted unless they are speaking. When they speak they will unmute and it may be a little strange to hear their voice in your room and through the speakers, but it shouldn't be too bad.
- **Zoom** Do make sure each person has the latest version of Zoom installed by opening the Zoom App on their device, clicking in the top right hand corner on the icon for their account, going down to 'Check for updates', and following the instructions to update to the latest version.

Finally

Please:

- Do work through these guidelines carefully. We have experienced all sorts of difficulties in the past that could have been avoided with a little preparation.
- Ideally have a trial set up to make sure everything is going to work.



- Do get set up well ahead of our start time so you have time to iron out any problems. We suggest your set up is **completed** at least 15 minutes ahead of the start time, preferably 30 minutes. You would be amazed at how often things go wrong and people end up joining late.

If there is anything you are unsure about do get in touch, and look forward to seeing you at the sessions.

CHECKLIST FOR OPTION 1

- ☐ Identified suitable venue.
- ☐ Checked everyone has a suitable device to connect with Zoom.
- ☐ Sent round '[How to be a Zoom Ninja](#)' guide (you can download it from our website).
- ☐ Checked everyone has updated to latest version of Zoom.
- ☐ Completed trial set up ahead of the session.
- ☐ Printed handouts for everyone.
- ☐ Arranged fabulous refreshments.

CHECKLIST FOR OPTION 2

- ☐ Checked everyone has a suitable device at home to join Zoom.
- ☐ Checked everyone has updated to latest version of Zoom.
- ☐ Sent round '[How to be a Zoom Ninja](#)' guide (you can download it from our website).
- ☐ Arranged for drop off of treats/handouts.

