

Virtual Meeting Room Script

Michelle: Hi, I am Michelle, Assistant Director at the RPL, I am here to open the meeting for your organization. I will go over a few tips and then will hand the hosting duties over to you.

Louise: Thank you.

Michelle: First, a few policy reminders: Per the Reading Public Library virtual meeting space policy, all meetings must be free and open to the public. Therefore, you must admit anyone who wishes to attend your meeting. However, attendees of meetings must abide by the RPL Patron Rights and Responsibilities policy. If attendees fail to follow these, you may remove them from the session.

You have this Zoom space booked from blank to blank (state hours).

The library will be available by email: rplroomreserv@noblenet.org for basic technical support. (you could put the email in the chat)

If your meeting runs past library service hours, there will not be any technical support. I am showing you how to use Zoom on a laptop, if you are using an ipad the controls may look a little different.

Louise: I understand.

Michelle: As host, you will admit anyone who enters the meeting. When someone asks to enter a meeting a button will appear at the top of the screen with the person's name, click on the admit button to add the person to the meeting.

The host has the ability to control participants, including making another participant a co-host, this is a good idea if you want someone else to admit participants.

To manage participants, click on the participants box at the bottom of the screen and hover over a participants name, click more for the following options:

- Ask to Mute/Unmute/
- **Chat:** Open the [chat](#) window to send messages directly to the panelist.
- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
- **Make Co-Host** (only available to the host): Assign the attendee to be a [co-host](#). You can have an unlimited number of co-hosts.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
- **Put in Waiting Room:** Place the attendee in a virtual [waiting room](#) while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin.

To share the screen, click on the share screen button at the bottom of the screen. Choose the screen that you want to share.

The library's Zoom account only allows the host to share the screen, to allow another participant to share the screen, hover over the participant and allow them to share.

You also have the option to use the whiteboard function through the share screen.

It is not possible to use polls and any recording that is created is done through the library zoom account.

To end the meeting, you will click on the red End meeting for all that will appear in the right hand corner of the screen. Library staff do not have to end the meeting for you.

That's it. Do you have any questions?