

HOW TO HOST/CONDUCT AN ONLINE MEETING

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Zoom Software and Account Information

Please ensure that you have downloaded ZOOM software on your device. Zoom allows to host free meeting of 40 mins at a stretch with a basic account.

DMRF Canada has created a paid licensed zoom account for support groups. This allows you to conduct group meetings with no time limit. The login details have been shared with all leaders and area contacts. Please email info@dystoniacanada.org if you haven't received that information.

How To Schedule A Zoom Meeting

If you need to schedule a meeting, please send an email to info@dystoniacanada.org. Your request to schedule a Dystonia Support Group Meeting must include:

- Date(s) and time(s) of meetings with your Time Zone

- The meeting topic and a short description of the meeting details including any guest speakers.
- Type of meeting - *Closed Group Meeting* or *Open To Anyone*
- Password required – Yes / No
- Enable waiting room – Yes / No
- Any additional zoom account email for co-hosting the meeting/session
- In order to maintain a list of participants, you can request registration for the meeting

Note: *Hosts have the authority to remove participants on grounds of misconduct (see meeting/session regulations).*

Zoom Meeting Passwords

- For open meetings, we recommend no password.
- For closed meetings, we recommend that you request a password be set for the meeting.
- If anyone outside your group or mailing list would like to join, they can be requested to email the host for a password. See example [here](#).
- The password will be the same for both callers and online users.

How To Promote Your Scheduled Meeting

- To promote scheduled meetings to closed groups, like Closed Facebook Group or email mailing list, you may provide the following when sending out invitations
 - Meeting link and phone numbers to dial in
 - Meeting/Session Regulations
 - 'How To Use Zoom' PDF for participants
- For those who wish to broadcast their meeting, you may live stream support group meetings through Facebook, however this should only be done in a closed Facebook Group.

IT IS VERY IMPORTANT TO INFORM AND/OR GET CONSENT FROM PARTICIPANTS/MEMBERS WHEN RECORDING OR BROADCASTING A MEETING.
Please refer to recording/broadcasting section to use the disclaimer.

Meeting/Session Regulations

All meeting pages on DMRF Canada website will have the below code of conduct, privacy and engagement regulations.

Code of Conduct

During this online session it is the responsibility of all of participants and hosts to create and maintain a welcoming and accepting environment. All participants and hosts are expected to conduct themselves in accordance with the Meeting Code of Conduct.

The Meeting Code of Conduct is the expectation that participants and hosts will conduct themselves in a manner consistent with generally accepted standards of behaviour,

DMRF Canada regulations and policies, and in compliance with federal, provincial and municipal laws. Unacceptable standards of behaviour include dressing inappropriately, using inappropriate or disrespectful language, inappropriate or disrespectful gestures.

Privacy

If you do not wish to be seen or heard, please keep your camera or microphone turned off. Participants joining by phone will have their phone numbers masked for privacy. Please refrain from sharing any confidential information during the session.

Engagement

All questions during a presentation should be asked through the chat panel unless otherwise stated. Inappropriate or disrespectful language in the chat panel or on video or audio will not be tolerated. The host/co-hosts reserve the right to remove anyone who does not behave accordingly.

By entering the meeting, you acknowledge that you have read and accept the terms above.

The Do's and Don'ts of Video Conferencing Etiquette for Hosts/Presenters

We understand that for some hosts and presenters, some of the below may not be physically possible.

The 7 Do's of Video Conferencing Etiquette

- Do be courteous to other participants
- Do speak clearly
- Do move and gesture slowly and naturally, if you can
- Do maintain eye contact by looking into the camera, if you can
- Do dress appropriately
- Do make the session animated
- Do be yourself and have fun!

The 7 Don'ts of Video Conferencing Etiquette

- Don't make distracting sounds
- Don't shout
- Don't make distracting movements, if you can help it
- Don't interrupt other speakers
- Don't carry on side conversations
- Don't wear "noisy" jewelry
- Don't cover the microphone

RECORDING/BROADCASTING DISCLAIMER AND RELEASE

This event/session will be recorded/broadcasted for a broader dystonia audience. This is notice that you are participating in an event/session where photography, audio, and video recording will occur.

By participating in the event/session today, whether electronically, by phone or in person, you consent to photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, inclusion on websites, social media, or any other purpose by DMRF Canada and its affiliates and representatives. Images, photos and/or videos may be used to promote similar DMRF Canada events in the future, highlight the event and exhibit the capabilities of DMRF Canada. You release DMRF Canada, its officers, employees and volunteers, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings.

By entering the event/session today, whether electronically, by phone or in person, you waive all rights you may have to any claims for payment of royalties in connection with any use, exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by DMRF Canada or the person or entity designated to do so by DMRF Canada.

You have been fully informed of your consent, waiver of liability, and release before participating in the event/session.