



UNIVERSITY OF CALIFORNIA MERCED

OFFICE OF STUDENT INVOLVEMENT



# Virtual Engagement for Virtual Meetings

Tips for the best experience for your clubs  
and organizations

# Agenda

- Helpful Tips for meetings
- Resources to increase engagement
- Zoom capabilities
- Discussion

Participation in today's event is not a required training!

To get a gauge who is in the room – please use the chat feature to tell us **your name, officer position, and organization** you are here for!

Go to [www.menti.com](https://www.menti.com) and use the code **94 51 62 6**

# What platforms are you using for your meetings?

 Mentimeter

Press **ENTER** to pause scroll



Go to [www.menti.com](https://www.menti.com) and use the code 94 51 62 6

 Mentimeter

**How are you feeling your club or organization is doing right now?**





**HELPFUL TIPS**



# Tip #1

## Check if your systems are working.

Is your online meeting app loading well? Have your mobile data internet ready in case your current connection weakens.

- Jump on your platform early
- Have another officer on the call early to test any presentations, videos, etc. you'll be sharing.

Is your audio system working? It's important to hear your members talk and that they hear you clearly as well.

# Tip #2



## Prepare an agenda.

Share the objective, talking points, and outcomes of the meeting at least a day before.

Are you going to have any guest speakers?

Activities or icebreakers?

This way, your members will be able to prepare and ask the right questions if there are things that are still unclear to them.



# Tip #3

## Include an activity.

- Some ideas for you:
  - Play music at the beginning of your meetings as members enter
  - Ice Breakers
  - Quiz
  - Wellness Checks



## Tip #4

**Stick to the allotted time.**

Be mindful of everyone's schedules. Preparing an agenda easily fulfills this objective too.

# Tip #5

## Give your full attention.

Will you have any officers help you throughout the meeting?  
Have your officers engage with general members in the chat to keep their attention up.

Be present throughout the meeting. Try not to visit other websites or chat with your other members while the meeting is ongoing.

- Keep your cameras on if possible!
- It's important to acknowledge not everyone may feel comfortable
  - We're human and Zoom Fatigue is REAL!

Stay seated and give your full focus on the agenda and to your members moderating the meeting.



# Tip #6

**Mute your  
microphone when it's  
not your turn to talk.**

Any unwanted background noise can reduce the success of the online meeting. Open your mic only when you have to say something.

# Tip #7

## Manage the chaos.

Find yourself a quiet spot at home to attend your meeting. Turn off the volume of your TV or music player so you can focus.

Close the door to avoid uninvited party guests from arriving in the background. Turn off your camera if you can't prevent this. :)

Take advantage of virtual backgrounds too if your meeting app supports it to instantly turn a messy space into a clean, fun, or professional one.

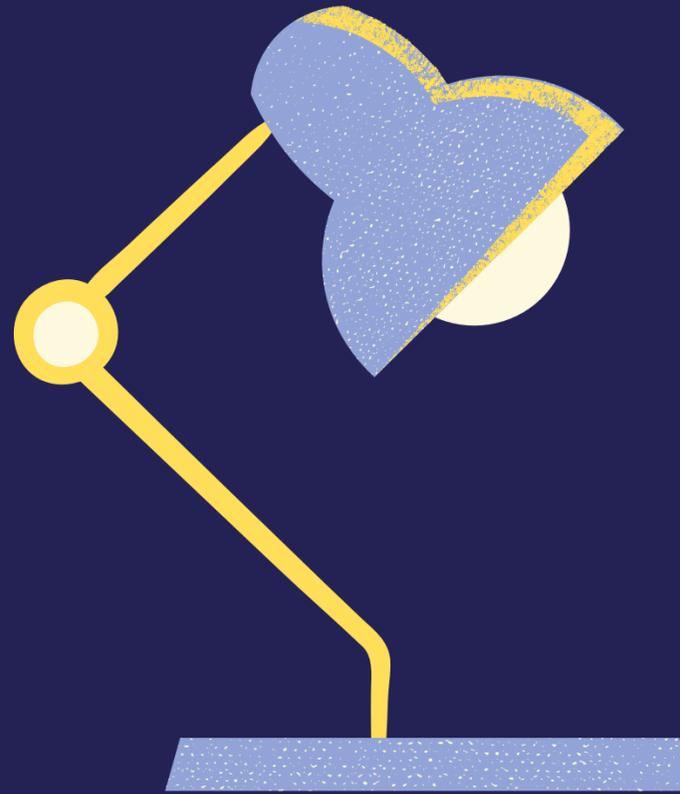


# Tip #8

## Wrap up the meeting.

- A list of important notes and clear action items is the best way to summarize a productive team meeting.
- Include a closing activity
  - Icebreaker
  - Poll
  - Knowledge Check

# Tip #9



## Take your time.

Going from face-to-face meetings to online meetings can be a big adjustment for the whole team or organization. A supportive environment is key in helping everyone transition to the new way of collaborating.

RESOURCES

# Other Tools & Resources to increase engagement

## Platforms for Quizzes or Other Engagement Methods:

- Mentimeter
  - Pollev
  - Slido
  - Axis
  - Kahoot
  - Google Form
- 
- Make your meetings fun!
  - Change and adapt your meetings as necessary.
    - Weekly to Biweekly Meetings
    - Use one meeting a month to host a social between your members
  - Things are going to look different – don't be afraid to try something new.
    - Trial and Error is KEY right now!



zoom

# Zoom Capability

Breakout Rooms

Annotation

Polls

Whiteboard

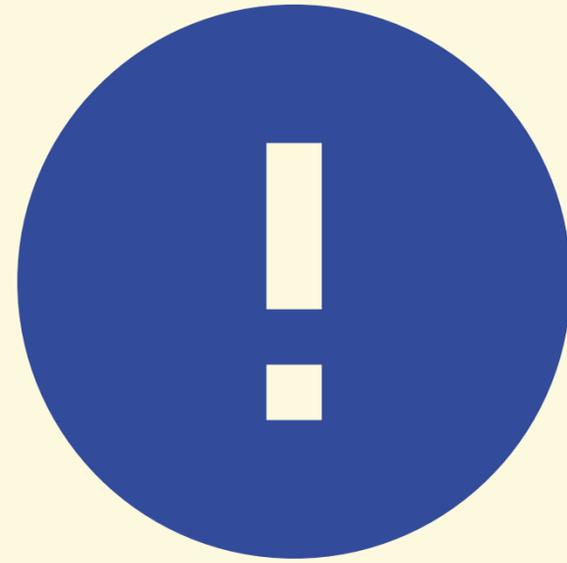
Chat

Reactions

File Transfer (Doc, Excel, PDF)

Virtual Backgrounds (some computers do not have this feature)

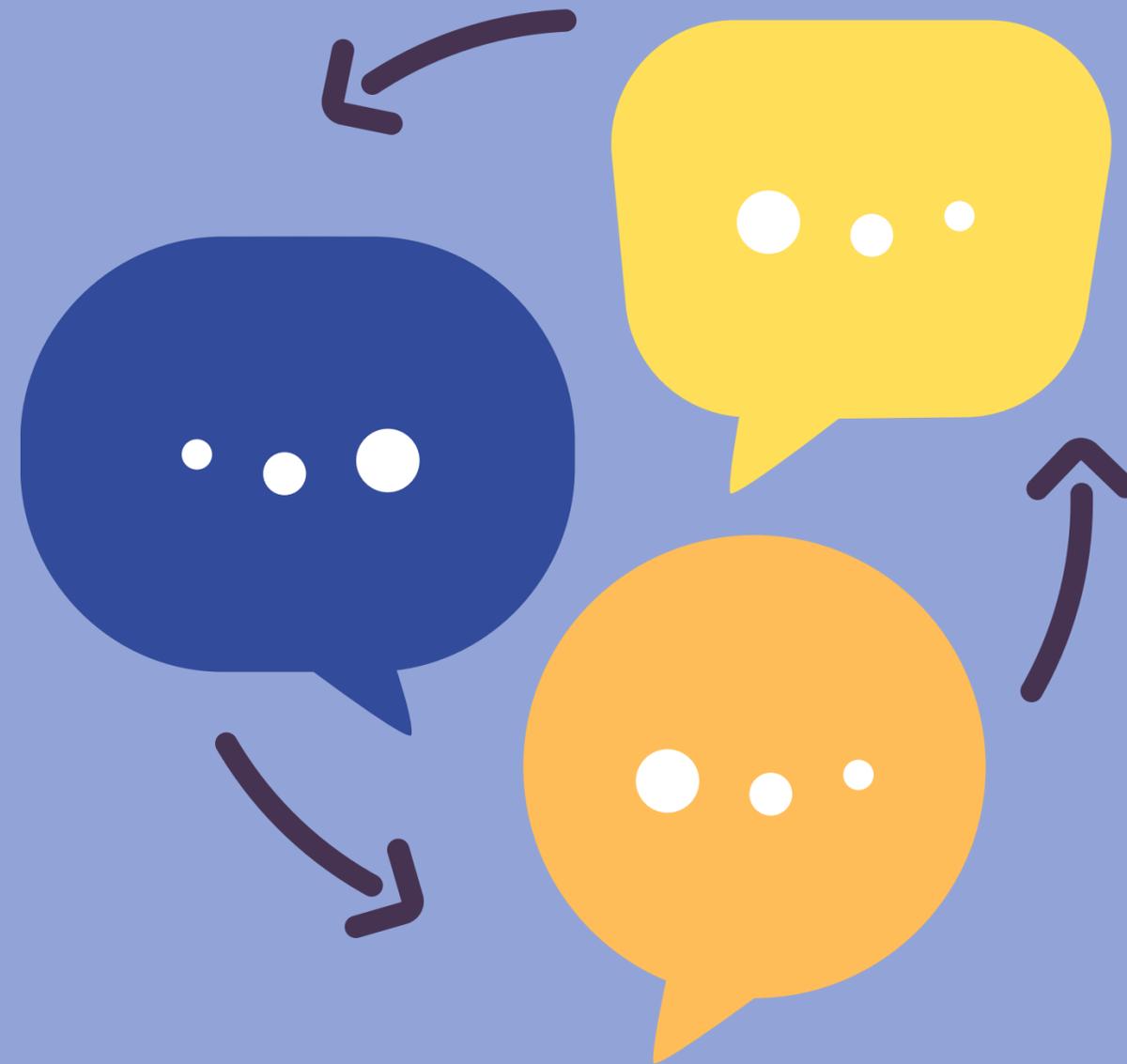
Enable these in your settings on your Zoom account!



# **Report any Zoom Bombing Incidents**

<https://it.ucmerced.edu/Zoom>

# Discussion & Questions





# RCO BOBCAT ACADEMY

## FALL 2020 WORKSHOPS

The Bobcat RCO Academy provides the successful framework and resource designed to help Clubs and student organizations pursue excellence. The Academy identifies outcomes for member development, organization operations, wellness, inclusion and community engagement that can be used by any organization. Student org leaders can identify resources needed and provide vision on where they want to grow as a leader and organization. We then use the Bobcat RCO Academy to connect with resources across campus.

### VIRTUAL ENGAGEMENT FOR VIRTUAL MEETINGS

OCTOBER 06  
5PM - 6PM

<https://ucmerced.zoom.us/j/96030177754>

### MARKETING FOR RCOs

OCTOBER 20  
5PM - 6PM

<https://ucmerced.zoom.us/j/93618834259>

NOVEMBER 09  
4PM - 5PM

<https://ucmerced.zoom.us/j/99568514815>

### COMMUNITY ENGAGEMENT & PHILANTHROPY

OCTOBER 29  
5PM - 6PM

<https://ucmerced.zoom.us/j/98566712007>

### LEADERSHIP/OFFICER TRANSITION

NOVEMBER 19  
5PM - 6PM

<https://ucmerced.zoom.us/j/92433352060>

DECEMBER 01  
4PM - 5PM

<https://ucmerced.zoom.us/j/94072895044>

### SELF GOVERNANCE

NOVEMBER 17  
5PM - 6PM

<https://ucmerced.zoom.us/j/94906068987>

### MEMBERSHIP RECRUITMENT & RETENTION

NOVEMBER 30  
4PM - 5PM

<https://ucmerced.zoom.us/j/98131340729>



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Email

[clubsandorgs@ucmerced.edu](mailto:clubsandorgs@ucmerced.edu)  
for more information and

questions.



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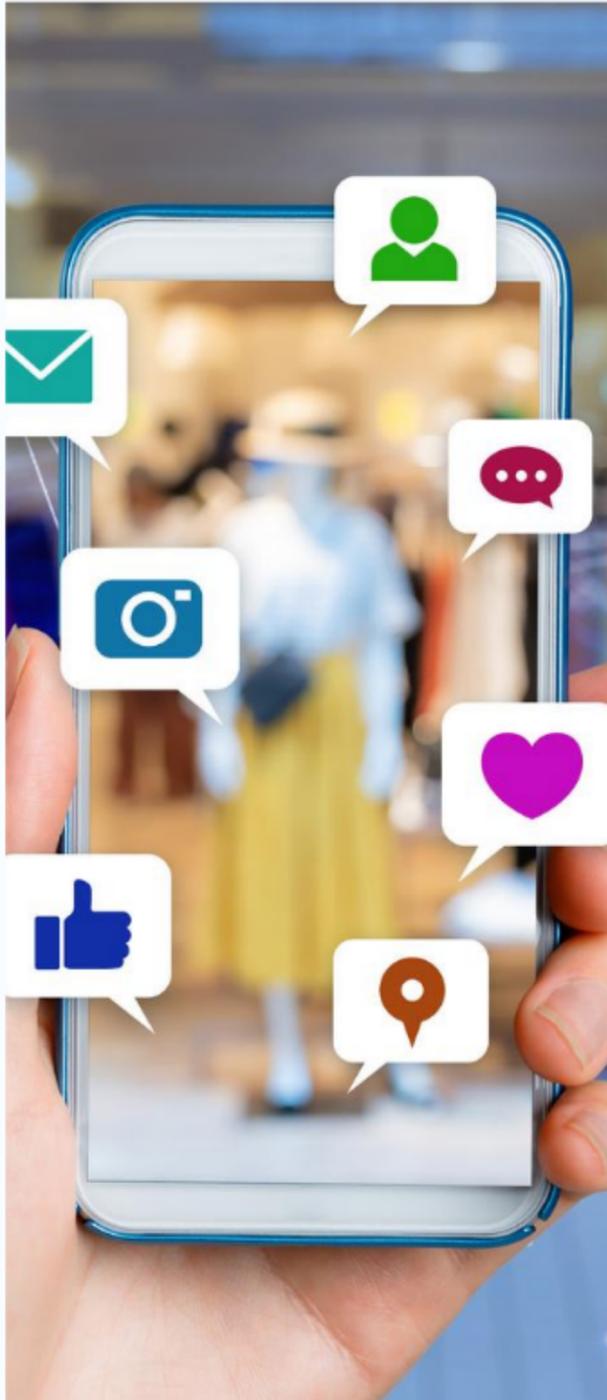
**What topics would you like to see  
in the future?**

 Mentimeter



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# GET CONNECTED WITH OSI



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UC Merced Clubs and Orgs



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<https://catlife.ucmerced.edu>  
<https://studentinvolvement.ucmerced.edu>  
<https://asucmcab.com>



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