



*Vesna Lukovic*

# Online Meetings

Tools, Tips and Resources



## ZOOM Meeting Room Tips

- Changing Your Name
- Using Virtual Backgrounds
- Changing View
- Breakout Rooms
- Sharing PowerPoint as a Background

## Calgary Pace Setters Website Resources

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- Meeting Role Forms
- Pathways
- Pathways Evaluation Forms
- Resources

## Toastmasters International Tools

- Timer
- Ah-Counter
- Grammarian
- Meeting Log
- Yoodly



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## ZOOM Meeting Room Tips

### **Changing Your Name:**

- Click on "Participants" in the Zoom toolbar.
- Hover over your name, click "More or 3 dots" then select "Rename."
- Enter your desired name and click "OK."

### **Using Virtual Backgrounds: [LINK](#)**

- In the Zoom app, go to "Video Settings (camera icon)" > "Backgrounds and Effects."
- Choose from default backgrounds or upload your own image.
- Click on + sign and upload your own background

### **Changing View in the Zoom Room**

- In the top-right corner of the Zoom window, toggle between "Speaker View" and "Gallery View."
- "Speaker View" highlights the active speaker, while "Gallery View" displays all participants in a grid.

### **Create Breakout Room**

- Ensure the "Breakout Room" feature is enabled in your Zoom settings.
- During a meeting, click "Breakout Rooms" in the toolbar.
- Decide the number of rooms and assign participants automatically or manually.
- Click "Create" to open the rooms.

### **Share PowerPoint as Virtual Background:**

- Click "Share Screen" in the meeting controls.
- Select the "Advanced" tab, then choose "Slides as Virtual Background."
- Browse and select your PowerPoint file.
- Your video will appear over the slides, and you can navigate through them using the meeting controls.

### **YouTube ZOOM Tutorials: [LINK](#)**



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## Toastmasters International Tools

### Timer Role: [LINK](#)

- Read the Timer Script when called by the Chairperson
- Select the meeting date
- Select the club if belonging to more than one club
- Select the member speaking
- Select the speech type
- Start the timer
- Save the record
- Read the report when called by the general evaluator

### Meeting Log: [LINK](#)

- In the “Received” tab, you will find the entries that were provided by other members of your club for you.
- In the “Provided” tab, you will find the entries you created when you served as Ah-Counter, Grammarian, or Timer.
- You are able to edit or delete entries that you created.

### YouTube Video Tutorial: [LINK](#)

### Ah-Counter Role: [LINK](#)

- Read the Ah-Counter Script when called by the Chairperson
- Select the meeting date
- Select the club if belonging to more than one club
- Select the member speaking
- Record the filler words used by the speaker
- Add filler words if needed
- Save the record
- Read the report when called by the general evaluator

### Grammarian Role: [LINK](#)

- Read the Grammarian Script when called by the Chairperson
- Select the meeting date
- Select the club if belonging to more than one club
- Introduce the word of the day
- Select the member speaking
- Record if the member used the word of the day
- In the comment box write your report
- Save the record
- Read the report when called by the general evaluator

### Yoodly: [LINK](#)

- Records and analyzes filler words, pacing, and other speaking patterns.
- Offers personalized suggestions for improvement.
- You can share with a mentor
- Practice, practice, practice





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### Meeting Role Description - [LINK](#)

- Toastmasters International video
- Short description of each role
- Skills members develop by taking on the meeting role
- Link to the form

### Meeting Role Forms - [LINK](#)

- Forms with detailed description and how to prepare for the role
- Tips on how to do some of the roles
- Links to the document/form

### Pathways - [LINK](#)

- Pathways Learning Experience
- Choose path link
- Paths and projects
- Legacy Paths

### Pathways Evaluation Forms - [LINK](#)

- How to evaluate tutorial
- Digital evaluations link
- PDF evaluation forms
- Pathways project evaluation forms and links

### Resources - [LINK](#)

- easy-Speak Guide
- Toastmasters Navigator
- Master Your Meetings
- Toastmaster Wears Many Hats
- Zoom Backgrounds
- Toastmaster Magazine
- Club Newsletter
- District Blog

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