

# Interest Groups Online

## IGO Zoom accounts

### Booking an IGO Zoom slot

We have two Zoom accounts which can be booked by group leaders for their groups. I will send out an IGO Zoom bookings table every month, but this may be out of date by the end of the month.

Group leaders who want to use the IGO account should contact [interestgroupsonline@u3a.org.uk](mailto:interestgroupsonline@u3a.org.uk) to book slots, giving the group name, dates and times of the required meetings. If that slot is available, the meetings will be booked as a recurring meeting so the Zoom link will be the same for all future meetings. This link will be sent to the group leader and to all group members. If the slot is not available, the group leader(s) will need to choose another slot.

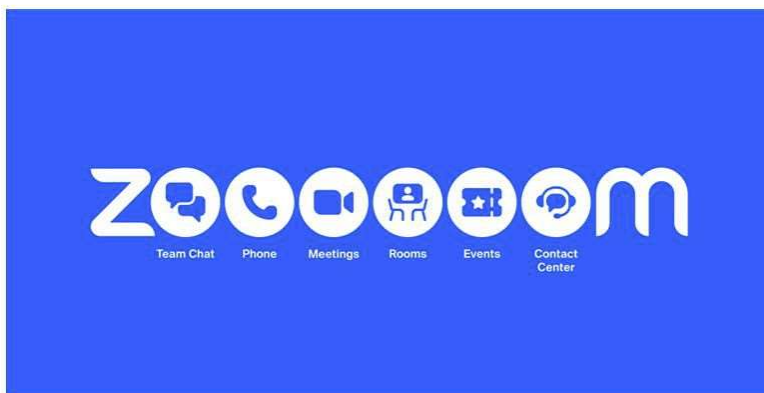
Meetings can be booked monthly on a given day on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> weeks (not the last week), twice monthly, (e.g. 1<sup>st</sup> and 3<sup>rd</sup> Tuesday), or weekly, (e.g. Wednesday). They can last as long as required (within reason).

The meetings are set up to allow members to join without a host and there is no waiting room.

All participants will be able to share screens, but some of the other host functions, e.g. breakout rooms are not available,

### Advice to everyone joining the meeting

1. Group members should only join a meeting 5 minutes before the start of the meeting. If they try to join before that, they will get a screen saying "Waiting for host"



2. Members should not try to “test the link” ahead of that time - to do so could end the meeting or no-one else may be able to join. It could also disrupt another meeting.
3. All group members will be muted on entry to a meeting and will need to unmute themselves.
3. Group members must mute themselves and turn their cameras off if they are disturbed/called away during a meeting. (Failure to do this will disrupt the meeting for the other members.)
4. At the end of the meeting members should make sure they leave the meeting correctly, by clicking on the red “Leave meeting” or “End meeting” button. (Usually bottom right of the screen.)

### **Additional advice to Group Leaders.**

1. The Zoom links and Meeting ID and password for meetings will be sent to each group leader and group members when they are first set up and when they are updated. The group leader is responsible for sending reminders to group members and will need to send the Zoom link to new members.
2. Group leaders must ensure all participants leave the meeting at the end before they leave, i.e. group leaders must be the last to leave. As group leaders are not specifically the host, they cannot actually close the meeting for everyone, i.e. the “close for all members” option isn’t available.
4. Generally, the links will be set up for a series of recurring meetings to the end of June, and then to the end of December.
5. As we have multiple people using the Zoom accounts, it is essential that groups start and finish on time.
6. For different groups that run consecutively, we will endeavour to allow a 15-minute gap between meetings. There may be a need for some groups to change their timings slightly to accommodate this.

CW 30<sup>th</sup> November 2023