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UN75 Virtual Global Consultation Guide


- **Step 1: Introduction Talking Points - 2 minutes**

- To mark its 75th anniversary in 2020, the United Nations is preparing to host the largest global conversation to work toward a better world for everyone, everywhere.
- UNA-USA is contributing to this conversation by hosting consultations in all 50 states. From addressing the climate crisis to advancing human rights, the UN wants to hear from YOU. We hope that today's Global Consultation facilitates an honest dialogue about our future and how the UN can best equip individuals and communities to address the current challenges that our world faces.
- Your participation in today's consultation is instrumental, and the feedback that we will receive from you will help us shape the future of our planet and the UN.
- To help us better understand the significance of the UN's 75th anniversary and its Global Consultation campaign, we have [NAME] from [ORGANIZATION] with us today to give some insight on how we as UN advocates, can take our passions and aspirations for the UN and our future to the next level. (**this section is optional)

Step 1 FAQ

How do I set up my Zoom Account?

How do I start or join a scheduled meeting as the host?

 Web Browser

1. Login to [My Meetings](#).
2. Under **Upcoming Meetings**, click **Start** next to the meeting you want to start.

Upcoming Meetings Previous Meetings Personal Meeting Room [Get Training](#)

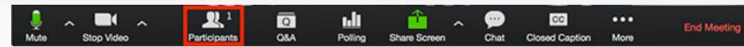
[Schedule a New Meeting](#) Schedule a personal audio conference Join a meeting from an H.323/SIP room system

Show meetings by host: All ▾

Start Time	Topic	Meeting ID	
Recurring	Biweekly Check-in	917 775 4127	Start Delete

3. The Zoom client should launch automatically to start the meeting.

How do I manage participants in a meeting?



The **Participants** panel will be on right side of your screen. The host, co-hosts, and panelists will be listed in one tab and the attendees will be listed in another.



[How do I enable registration for meetings?](#)

Instructions

Sign in to the Zoom web portal and click [Meetings](#). You will be able to see the list of your scheduled meetings here. You can either [schedule a new meeting](#) or edit an existing meeting. Then check the "Registration: Required" box.

Edit "My Meeting"

Topic: My Meeting

When: 12/29/2016 02:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

☐ Recurring meeting

Registration: ☒ Required

Host Video: ☒ on ☐ off

Participants Video: ☒ on ☐ off

[How do I record a meeting?](#)

- **Step 2: Introductory Activity - 5 minutes**
 - Some activity ideas to conduct during this section include the following:
 - Video display
 - Keynote speech
 - Icebreaker



Step 2 FAQ

How do I enable / add a co-host?

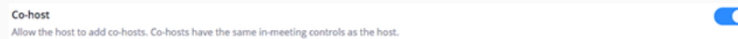
Enabling co-host

Account

To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, and click **Account Settings**.
2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

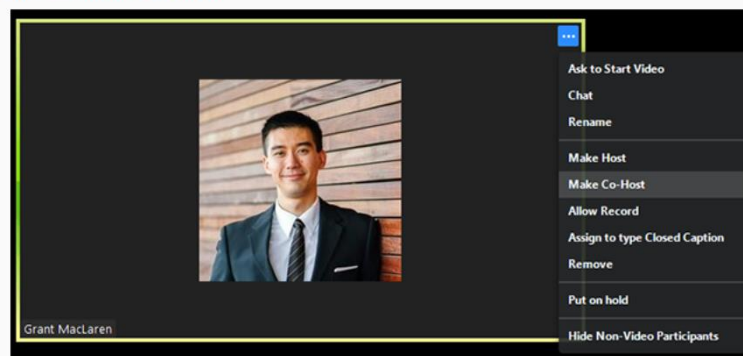


3. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Using co-host in a meeting

There are two ways that you can make a user a co-host. You can assign up to 50 co-hosts in a meeting.

- In the meeting, the host hovers over the user's video, clicks on the three dots and chooses **Make Co-Host**.





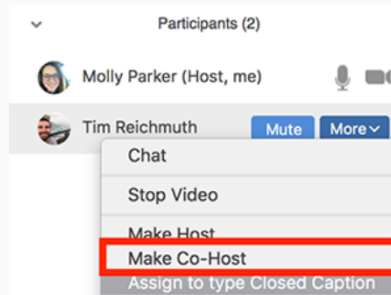
- Alternatively, the host can make another participant a co-host through the Participants window.

1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.



2. Hover over the name of the participant who is going to be a co-host, and choose **More**.

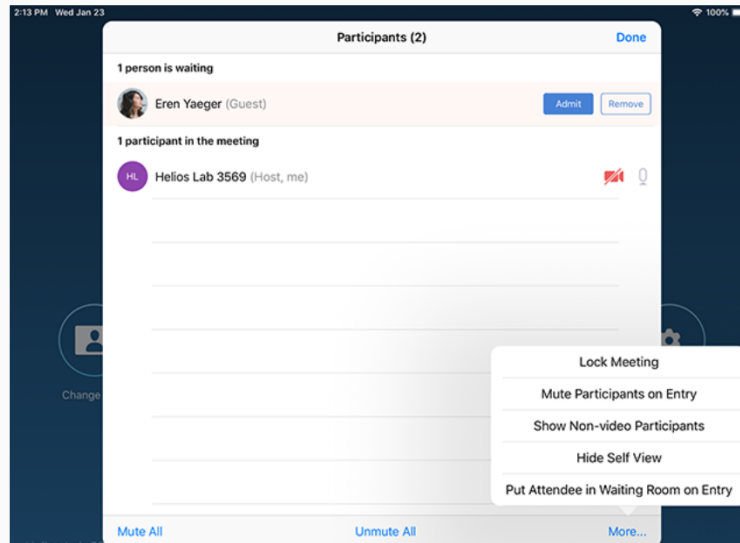
3. Click **Make Co-Host**.



How do I enable / use the “waiting room” in a meeting?

Enabling or Disabling Waiting Room During a Meeting

1. As the meeting host, tap **Manage Participants**.
2. Click **More** at the bottom of the participants' window and tap **Put Attendee in Waiting Room on Entry** to enable the feature.

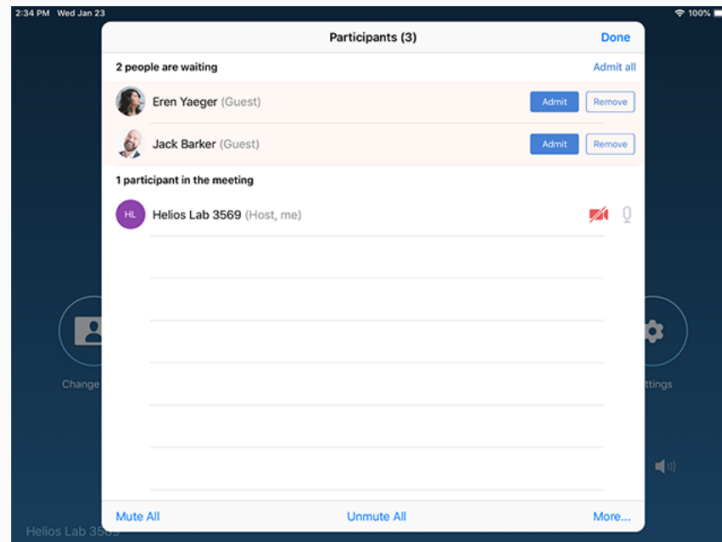




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Admit All Participants from the Waiting Room

1. As the meeting host, tap **Manage Participants**.
2. Click **Admit all**.



Share Screen/Allow Co-Host Controls



The host controls will appear at the bottom of your screen.



- **Join Audio:** Open the options to join the audio portion of the meeting.
- **Invite:** Invite by copying the invitation, the join link, or by phone or room system (if available for your account).
- **Manage:** View the participants list and [manage participants](#).
- **Record:** Start a [cloud recording](#).
- **Leave Meeting:** Leave the meeting. If you leave the meeting without designating another host, the meeting will end.

• **Background Information Talking Points - 3 minutes**

- During today's consultation, we will address 3 main questions:
 - What kind of future do we want to create?
 - Are we on track in creating that future?
 - What is needed to "bridge the gap"?
- Please be as honest and truthful as possible in your feedback. The UN values your input and needs genuine guidance on how we move forward as a planet.

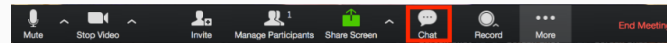


Step 3 FAQ

How do I control chat access in a meeting?

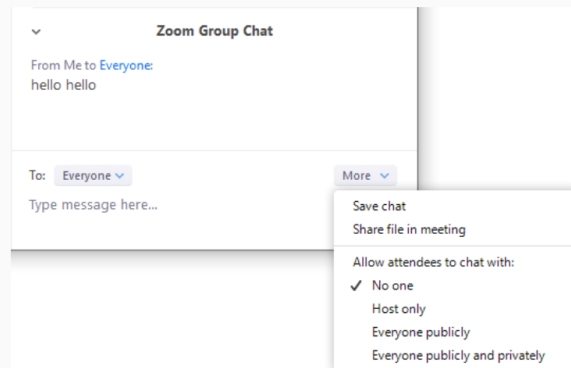
1. Start a meeting or webinar as host.

2. Click **Chat** in the Meeting Controls.



3. At the bottom of the in-meeting Zoom Group Chat window, click **More**, and then choose an option for **Allow attendees to chat with**.

- For meetings, the host can allow attendees to chat with everyone or with the host only.



What controls do attendees have during a meeting?

Attendees have access to these features:

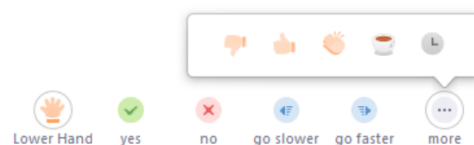
Mute / Unmute: Mute and unmute your microphone.

Start Video / Stop Video: Turns your camera on or off.

Invite: Invite others to join your meeting. [Learn more.](#)

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- **Rename:** Hover over your name to change it as it's displayed to other participants.
- **Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.





• Step 4: UN75 Global Consultation Talking Points - 45 minutes

- The following questions are a sample framework for you to follow during your UN75 Global Consultation. There are additional questions available on the UNA-USA website: <https://unausa.org/un75-toolkit/>
 - **Icebreaker Questions - 5 minutes**
 - Where are you from?
 - What is one word you would use to describe the UN?
 - **Poll Questions - 15 minutes**
 - Overall, do you think that people in 2045 will be better off, worse off, the same as you are today?
 - Which of these global trends do you think will most affect our future?
 - If you picture the world you want in 25 years, what things do you want to see the most?
 - How important - or not - is it for countries to work together to manage the above trends?
 - **Open-ended questions - 25 minutes**
 - What would you advise the UN Secretary-General to do to address global trends?
 - What forms of action and collaboration are needed from our elected officials?
 - What actions should we take as individuals?
 - What can we do as UNA-USA members?
 - Q&A

Step 4 FAQ

How do I use polling in a meeting?

Enabling Polling

For all members of your organization

To enable the polling feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click **Account Management** > **Account Settings**.
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.



Creating a Poll

1. Go to the [Meetings](#) page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.
2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.

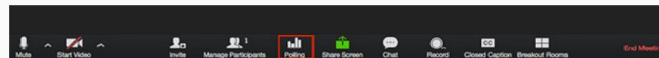
You have not created any poll yet.

[Add](#)

3. Enter a title and your first question.
 - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
 - Select whether you want the question to be single choice(participants can only choose one answer) or multiple choice question(participants can choose multiple answers).
4. Type in the answers to your question and click **Save** at the bottom.
5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

Launching a Poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the **Polling** option in the menu bar.



3. Select the poll you would like to launch.
4. Click **Launch Poll**.

Polling 1: Polling Questions Edit

1.What is your favorite color?

☐ Red

☐ Green

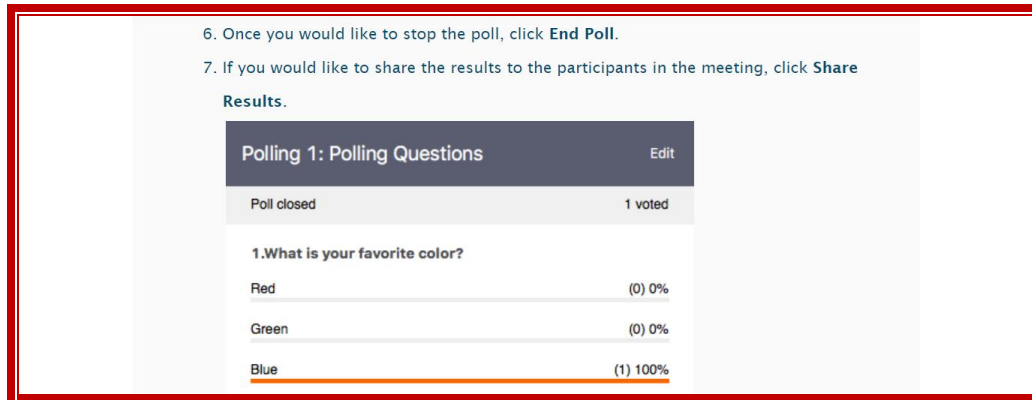
☐ Blue

5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.

Polling Questions in Progress		00:00:19
Attendees are now viewing questions		1 of 1 voted
1.What is your favorite color?		
Red	(0)	0%
Green	(0)	0%
Blue	(1)	100%



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- **Step 5: Conclusion Talking Points - 5 minutes** ([Slide 8 - 12](#))

- Thank you so much for participating in today's UN75 Consultation. At the end of the day, UNA-USA cannot complete its important work by advocating for the UN and for a better planet without your efforts and support.
- While it may seem like there are enormous challenges ahead, we have to act like the world depends on it, because it does!
- The UN's 75th anniversary comes at a time where rising global challenges are threatening communities around the world, including the United States. Now is the time to double our work!
- The founding of the UN is a testament to human progress, and the dignity and quality of human progress is the very call to our cause. We need our leaders to understand that the future of our planet is in their hands. But most importantly, we need the world to know that there is a constituency of Americans that support the UN, because the United States was and always should be a model for international cooperation
- Thank you again for having me here today. If you want to take action right here, you can text USAforUN to 738-674 to send that message to your Members of Congress right now.



Step 5 FAQ

How do I find my meeting recording?

1. Log in to the Zoom web portal.
2. Navigate to [My Recordings](#) and click the **Local Recordings** tab.

Topic	ID	Start Time	File Size	Actions
Molly Parker's Zoom Meeting	[REDACTED]	Dec 11, 2017 09:18	1 File (99 KB)	Play more
Molly Parker's Personal Meeting Room	[REDACTED]	Dec 08, 2017 12:21	3 Files (29 MB)	Delete

3. This will display the meeting topic, meeting ID, date and time, computer name, and file path for the recording.

Topic	ID	Start Time	Computer Name	Location	Actions
Molly Parker's Zoom Meeting	[REDACTED]	Dec 27, 2017 20:31		/home/molly/Documents/Zoom/2017-12-27 20:31:32 Molly Parker's Zoom Meeting	Delete
Molly Parker's Zoom Meeting	[REDACTED]	Dec 27, 2017 20:13	Molly's MacBook Pro	/Users/mollyparker/Documents/Zoom/2017-12-27 20:13:49 Molly Parker's Zoom Meeting	Delete

How do I archive chat messages?

Enabling group messaging archiving

To enable group messaging archiving on your account:

1. Sign in to the Zoom web portal.
 2. In the navigation menu, click **Account Management** then **IM Management**.
 3. Click the **IM Settings** tab.
 4. In the **Storage** section, go to the **Cloud storage** option and verify the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- Once enabled, select the amount of time you would like to save chat messages for. Messages can be saved on Zoom's Cloud for up to 10 years.

Cloud storage

Save messages and files on the cloud for the specified period of time.

Save for 1 year



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Downloading archived messages

Archived messages can be viewed or downloaded by the account owner or user with access.

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **IM Management**.
3. Navigate to the **Chat History** tab. To view a list of messages, specify the dates you would like to search. Optionally, you can search for messages sent or received by a specific user.

Type	Participants / Group Name	Last Message Sent	Compress All for Download
1:1	rafael@... rafa@...@...	Aug 17, 2017 13:32:18	View Download
1:1	rafael@... aglae@...@...	Aug 18, 2017 11:14:59	View Download
1:1	rafael@... to-@gmail.com	Aug 13, 2017 10:52:01	View Download
1:1	rafael@... rafa@...@...	Aug 01, 2017 07:49:30	View Download

**If you have any questions,
please email un75@unausa.org or
visit unausa.org/un75-toolkit/**

**Be sure to also watch the
UN75 Virtual Consultation Training Webinar by [clicking here.](#)**