UN75 Virtual Global Consultation Guide

• **Step 1: Introduction Talking Points** - 2 minutes
  
  o 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.
  
  o 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.
  
  o 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.
  
  o 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)**

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**Step 1 FAQ**

**How do I set up my Zoom Account?**

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

![Zoom Meeting Setup Guide](image)

**How do I manage participants in 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.
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.
• **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/](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 advice 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.

   ![Add Poll](image)
   
   You have not created any poll yet.

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](image)

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

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.
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.