

TIPS FOR HOSTING EVENTS & MEETINGS ON ZOOM: *A Redhawk Checklist*

- ✓ In your Zoom settings, select the option: "only authenticated users can join"
 - * *This ensures that only SeattleU students/staff/faculty can join your event.*

- ✓ Require a passcode for every meeting
 - * *This provides extra security for your Zoom space, especially when you post Zoom meeting ID #'s publicly. Request that interested attendees email or DM for the passcode, or embed the passcode in the Zoom link to enable a one-click join.*

- ✓ Turn on the waiting room setting
 - * *Hosts can control who enters and leaves the space.*

- ✓ Consider requiring registration, especially for events covering sensitive topics
 - * *This security measure prevents unauthorized users from joining the meeting & can help you anticipate how many people will be attending prior to your event.*

- ✓ Designate a co-host
 - * *Designate a co-host to help you coordinate/run the space, especially in case something goes wrong- like your wifi cutting out.*

- ✓ Allow participants to enter the space with their video/audio off
 - * *Some may feel uncomfortable or may have Zoom fatigue. Whatever the reason, we encourage you to welcome everyone in whatever capacity they show up in.*

- ✓ Get the meeting/event started by setting community guidelines
 - * *Encourage participants to engage with each other in a respectful manner, especially in the chat function. Establishing community guidelines like "Don't yuck my yum" or "One mic, one voice" can help create a welcoming environment.*

- ✓ Disable screen share & recording options from participants
 - * *This will help you regulate what visuals are being shared with the group & protect the security of everyone's identity in the space.*

- ✓ During introductions, normalize the use of pronouns & skin tone reactions
 - * *This helps create an inclusive environment for people of all races, colors and/or gender identities. This can be done in personal settings.*

- ✓ Honor Indigenous Peoples through a Land Acknowledgement
 - * *We still physically occupy Indigenous land. Refer to [SeattleU's website](#) to find SU's land acknowledgement or encourage participants to visit [native-land.ca](#)*

Need More Support?

- * **Center for Student Involvement** * **Office of Student Conduct & Integrity Formation**
Email involvement@seattleu.edu Email integrity@seattleu.edu