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
  - Email involvement@seattleu.edu
- Office of Student Conduct & Integrity Formation
  - Email integrity@seattleu.edu