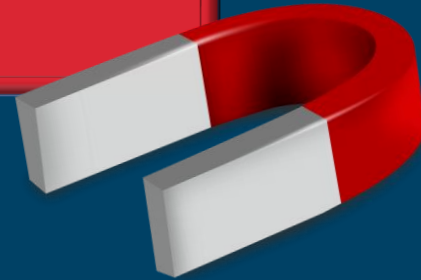


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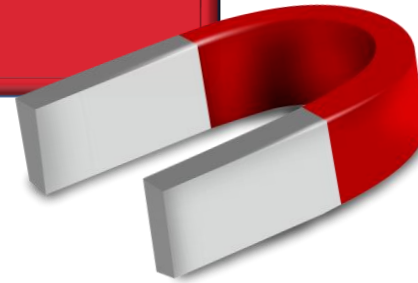


Sponsored by
Fränkly Speaking Toastmasters

Workshop Recap

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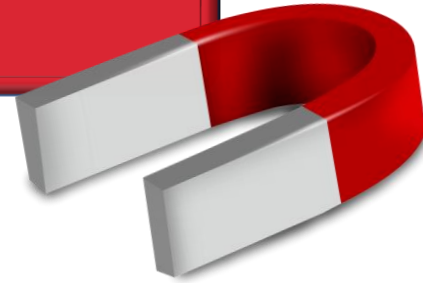


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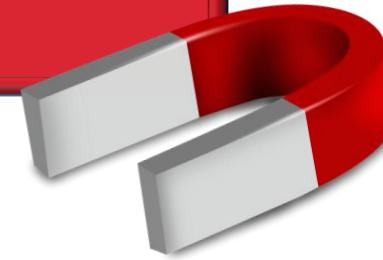
3

Our Morning

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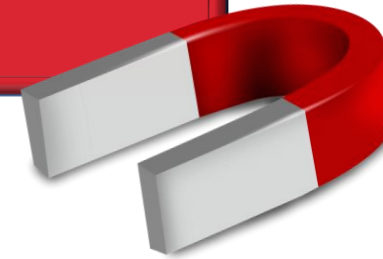
Our Hosts



Khushi Pasquale, DTM



Ranjith Venkatesh



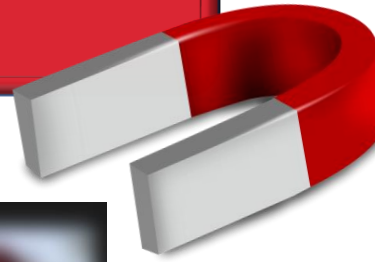
The Fränkly Speaking Team

- Günter Schmid, DTM – Project Manager
- Margaret Jankowsky, DTM – Scribe
- Morag Mathieson, DTM, Second Vice President – Scribe
- Olga Kutsche – Chat Master
- Marc Schuck – Timer
- Steve Miller – Zoom Master

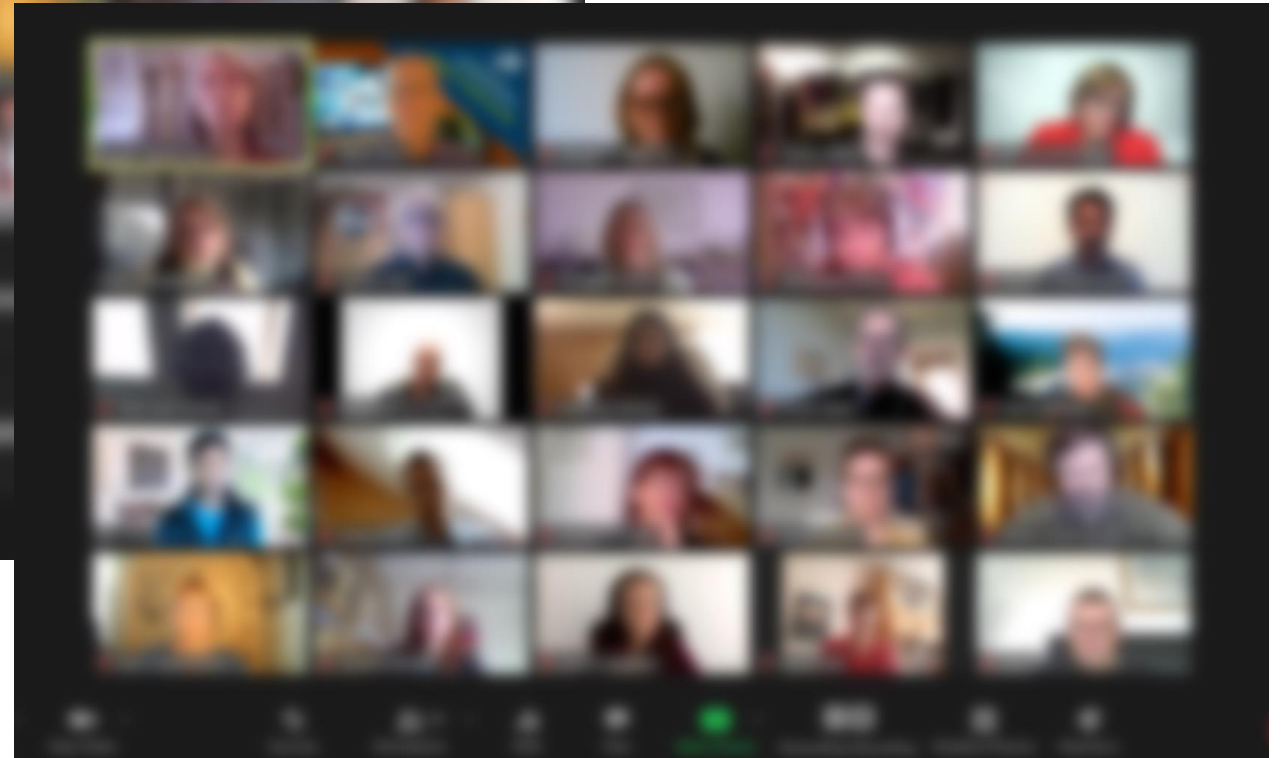
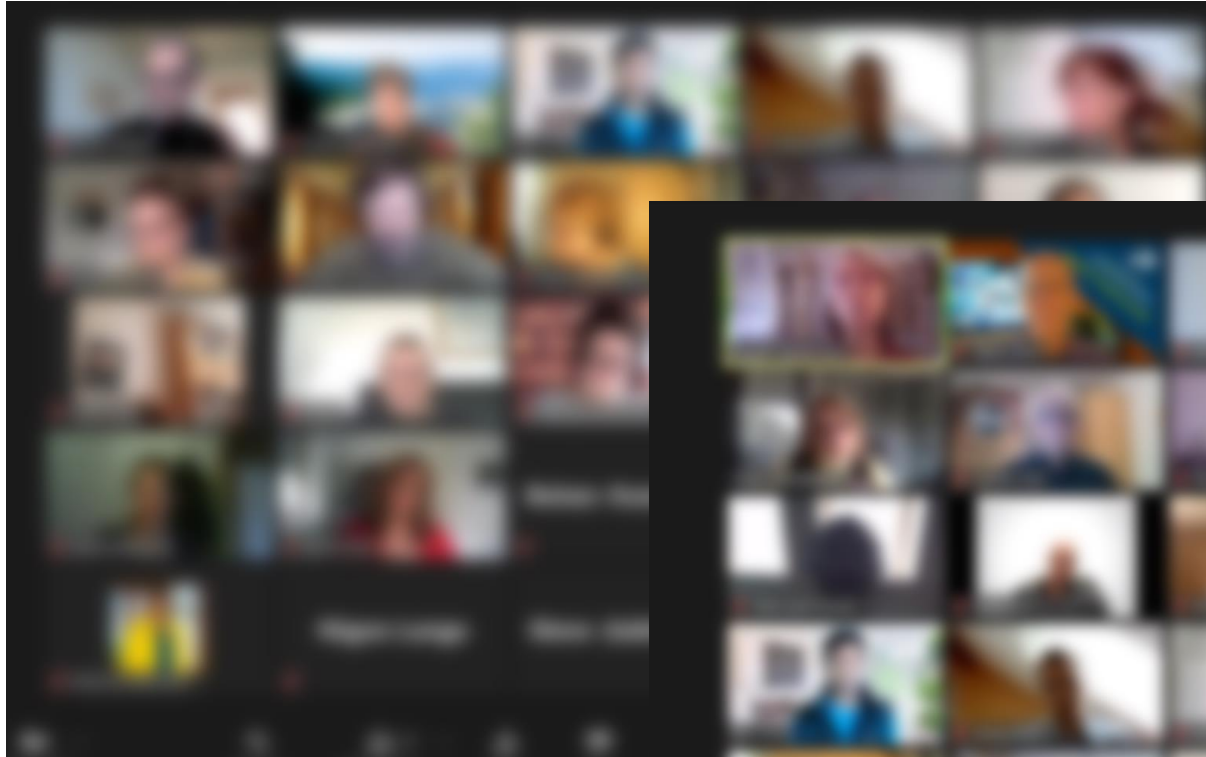
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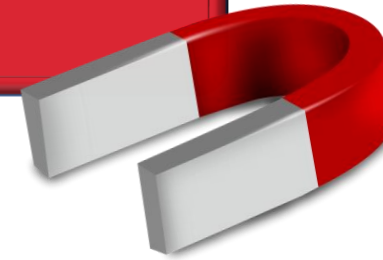
You!



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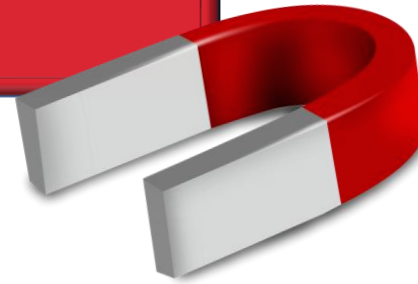
The Agenda

Welcome and Introduction
Session 1: Current Best Practices
Zeetings Demo
Session 2: Future Application
Summary and Close

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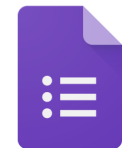
The Five Tools



Mentimeter



zeetings



Google Forms

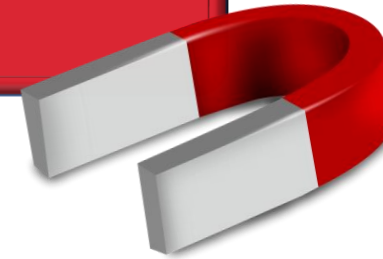


tricider



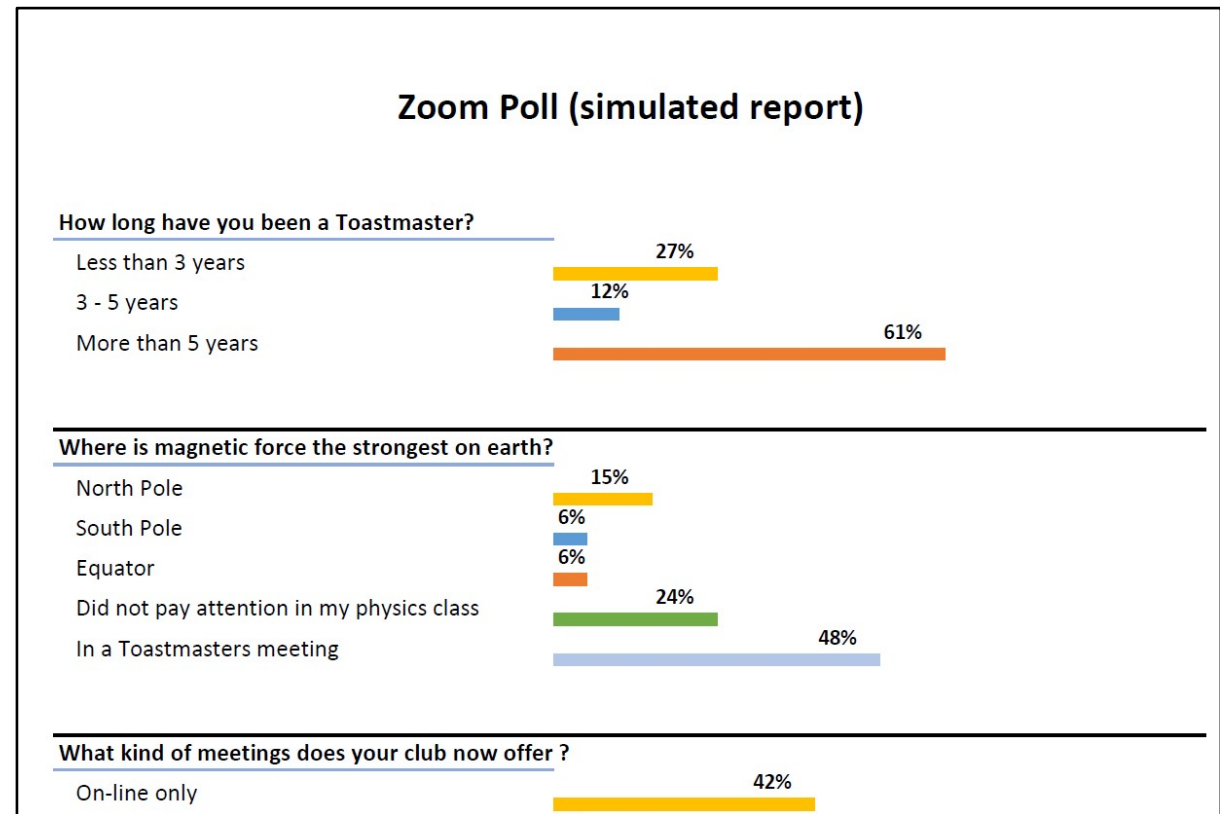
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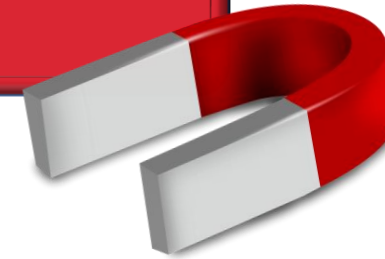
For immediate feedback to multiple choice questions

[Getting Started with Zoom Polls](#)



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Mentimeter

Create word clouds, open-ended question polls, multiple choice polls, Q&A sessions, rankings, etc.

www.mentimeter.com

I have come to love online meetings...

Mentimeter

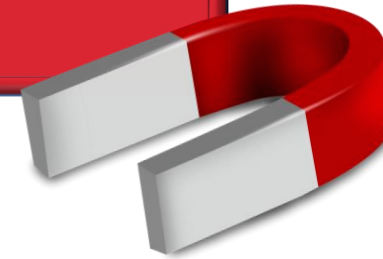


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Collect ideas from participants, then,
vote on them

www.tricider.com

Current best practices for online and hybrid meetings

Add a description

[Add idea](#) [Share a](#)

Ideas	Pros and cons	Votes
add guests with VPM into breakout room while break	+ VPM helps to answer ques the guests may have and the opportunity to recruit them by Allison Add argument	10 Vote
music playing while people join or during break	Add argument	6 Vote
special guests from different countries by Margaret	Add argument	6 Vote

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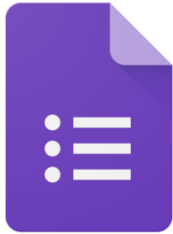
Create word clouds, open-ended question polls, multiple choice polls, Q&A sessions, rankings, etc. Alternative to mentimeter.

www.zeetings.com



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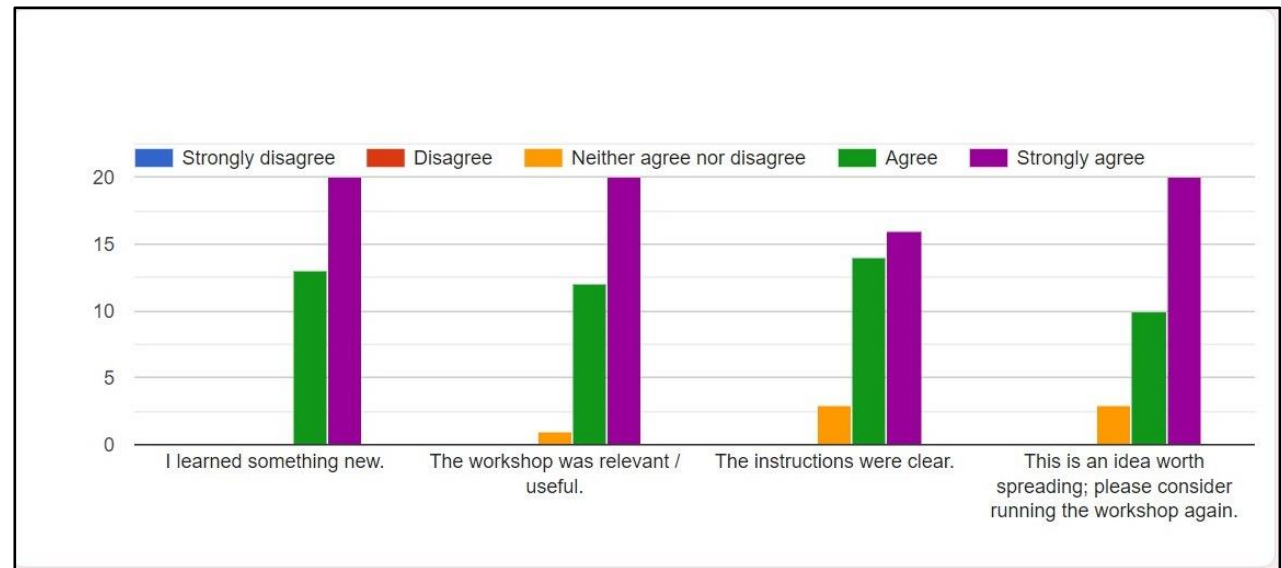
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Google Forms

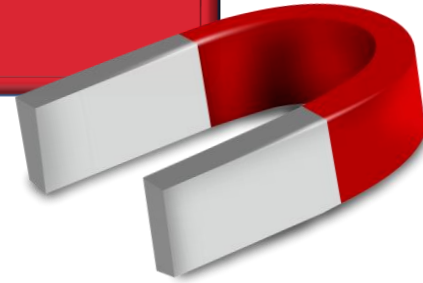
For registration forms, surveys,
satisfaction surveys, etc.

[Getting Started with Google Forms](#)



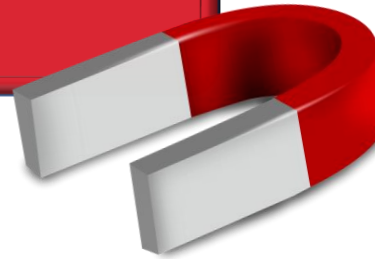
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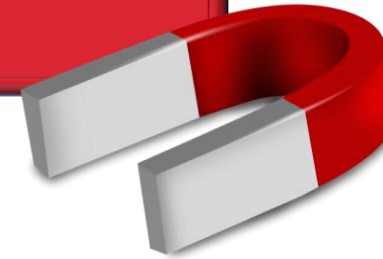
Your Ideas from Tricider



Top Ideas (number of votes)

- add guests with VPM into breakout room while break; VPM helps to answer ques the guests may have and the opportunity to recruit them (10)
- music playing while people join or during break (6)
- special guests from different countries (6)
- Breakout room for guest at the end (5)
- Google forms to give feedback to speakers (5)
- Arrive early to socialize, and create a feeling of normalcy; especially socialise with guests (4)
- Use of polls to engage audience; A poll is a great way to get audience interaction. (4)
- Experiment with different formats like Debate, Panel discussion, Ideation session etc.. (4)
- play applause as shared audio after a speech/role (4)
- sound effect for drum roll during awards presentation; close to the atmosphere of a physical meeting; makes the meeting more fun; 'special effect' (4)

Other Ideas



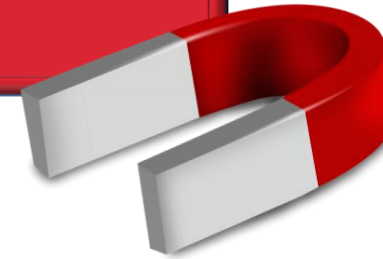
- make sure that the camera is at eye height and you are not looking "down" at your members.
- professional equipment and tech person
- Music for the awards ceremony
- chat after the meeting
- Continue the online session with socializing. Consider breakout rooms or keep everybody together.
- Involving guests; don't ask them to participate during Table Topics. Just call them on the screen
- it serves as a PR tool for the Club, when members tell others about their award
- Breakout room for guests and VP Membership during the break
- theme meetings, e.g. wearing a hat
- stand up when you speak online it brings in more energy and feels different for your audience
- Using ideas from improv-theater to engage everyone
- Create personalised evaluation forms for speeches; For example using Google forms, create questions to capture useful feedback targeting areas of im... More
- experiment and try things out
- a meet, greet & tech test for 30 minutes before the actual meeting starts
- Digital evaluation forms
- Use Mentimeter to take an audience vote at speech contest (clearly separating this from the judges decision)

Other Ideas

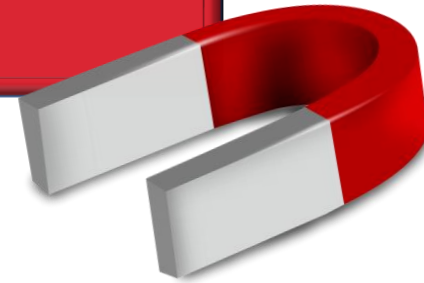


- Use Miro online collaboration tool
- sound effects as clapping to make the meeting as close to the usual one as possible
- Virtual gestures (bravo/intro) agreed upon
- Standing while speaking (online)
- breakout session guests/VP Mem
- Keep a nice, social introduction at the beginning of the online meeting. If someone has a discussion of a very technical nature (e.g. an obscure point about timing rules) set up a breakout room for that)
- Use fun Timer signals
- put people randomly in breakout rooms during breaks
- Being energy with you and make sure it can be felt when you speak or moderate online
- Music for award sessions
- using the mentimeter for the moments of truth
- have a fun session /break
- Having a fun session will engage more members and maintain their attention
- Do hybrid!
- Be careful how you move in front of the camera
- If you move too fast the effect in streaming video is not ideal
- Clear agenda, one person leading a meeting

Other Ideas



- running polls
- use professional version of zoom
- hybrid meetings need a good camera, good microphone
- break out rooms
- For educationals you can use Miro
- Using the pole for choosing the best speaker of the meeting
- socialize after the regular meeting
- Professional version of Zoom or other platform
- Use breakout rooms for discussing "business" before a meeting / in the break
- arrive early to do tech check
- using of body language (especially online)
- Keep looking into the camera
- Do hybrid!
- Looking into the camera instead to the pictures of the people participating
- Be careful how you move in front of the camera
- If you move too fast the effect in streaming video is not ideal
- having a good, sympathetic moderation
- Beteiligung der Teilnehmer
- Trial and error
- Clear agenda, one person leading a meeting
- running polls



Notes from our Scribes

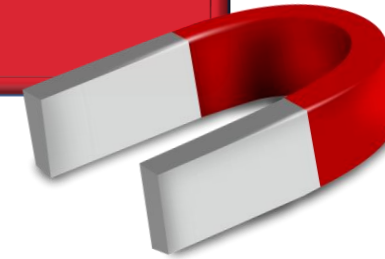
Session 1: Current Best Practices

- 5 minutes: Introduce yourself with Name / Country / Club /
- 10 minutes: Share your current best practices. Be prepared to type in a short description of your best practices. What makes your online meetings enjoyable/special/magnetic?

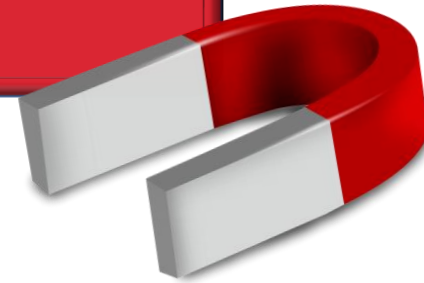
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1. Use music to introduce speakers, special events, celebrate achievements.
 - Licensing could be an issue depending on the country you're in. There are lists available on www.radiooooo.com
 - Zoom has a setting to allow music to be played.
2. Breakout rooms offer many chances to create a personal atmosphere in which members and guests can socialize, meet in small groups to discuss issues and for the speaker and evaluator to confer. If the meeting has a break, put evaluators into a breakout room where they can complete their work and everyone else can chat in the main room.
 - The VP Membership can meet with guests to answer any questions which arise.
3. Clubs can invite guests from other countries to attend. (Some clubs advertise open speaking slots and unfilled roles on Facebook. Some members offer their help in filling roles. Some members need to do certain tasks to complete their path and are looking for clubs to welcome them.) These members are all over the world, ready and eager to go to meetings online.
4. We talked about how we reached the decision to go online and or to go hybrid. We agreed that it is very important to ask the members to vote on the issue.
5. Use the possibility of asking everyone to turn off their video feed and then turn on one at a time to allow for introductions or highlighting particular groups.
6. Take a moment during meetings for people to stretch, throw a ball, make faces or move to keep the energy flowing.



Notes from our Scribes

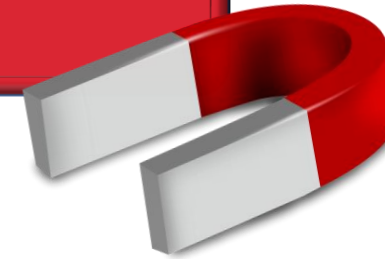
Session 2: Future Application

- How can we use zoom poll, breakout rooms, mentimeter, tricider, zeetings, other tools in our meetings? In meetings outside of Toastmasters? What do they add? Brainstorm ways the Board, functionaries, speakers could integrate these tools into a meeting. Other ideas? Share in your group; be ready to share in main room.

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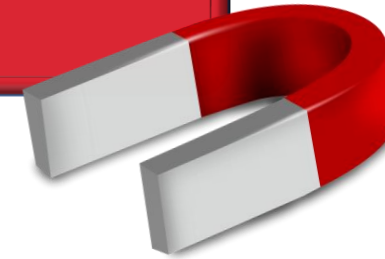


1. Zeetings is new for many of us. Would it be possible to have an online training session to learn more about it?
2. Using online tools is both different from what we usually do and fun. We can try things out. How do we use these tools in hybrid meetings?
3. We could use zoom pooling both before and after debates, use a tool to do a general evaluation of the meeting at the end of the meeting.
4. We can use tools at COTs, etc
5. Are the tools “free”? NO! We pay in advertising. Clubs could get together and pay for the professional version.
6. Mentimeter can be used to generate table topics and to comment on the answers.
7. Turn off the videos when leading workshops to enable members to focus on the speaker.
8. Play around with ideas to keep up the energy level on screen. Play games, e.g. drinking games!

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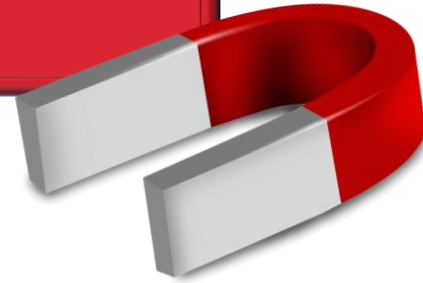
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9. Free tools, Zoom is a good example, have restrictions which differ from tool to tool. It's advisable to have a paid version. (Do districts pay for accounts?)
10. Play around with Zeetings. Can best be connected to your Google account. When using it at a meeting/during a presentation, have 2 administrators and, if possible, use 2 screens. This could, however, be distracting.
11. Tools all work on your mobile/cell phone.
12. Make sure the club officers are on board when you plan on using tools. Do a trial run with the officers before asking the club members to use the tools.
13. Choose user friendly tools. Allow members to concentrate on one thing at a time.
14. Use QR codes for those present in person at meetings when using tools
15. Have a private zoom account to practice your speeches and to work with your mentees.
16. **Kahoot** is useful and fun

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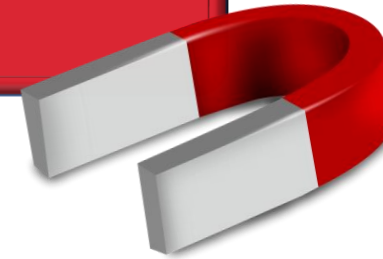
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Your Comments

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Other Thoughts from Scribes:

- We need to have a second round addressing the issue of hybrid meetings in connection with tools.
 - How do we deal with the issue of internet access, bandwidth at locations, etc?
 - Who has a lot of experience using online tools at meetings?
 - How do we deal with the issue of added (a) time and (b) money needed to have hybrid meetings?

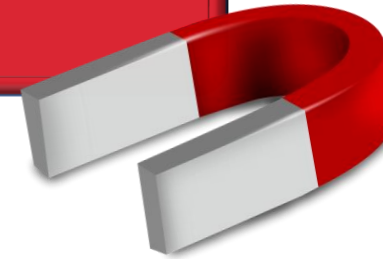
Your Comments in Chat:

- Well organised, very interesting meeting, loved all your videos as invites and to get us interested to come to this meeting.
- Thank you for the organisation and sharing all your ideas! I am sure our meetings will be more magnetic going forward. Unfortunately I have to go now.
- Great workshop. I have learnt so much and will enjoy using and sharing these amazing tools.
- Thanks to all organisers
- thanks to all
- Really great workshop!! Thanks for sharing this with us.

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Your Comments in Chat:

- Thanks you for organizing it and giving us so much value, and helping us to magnetize our clubs and community! :)
- Well done to Fränkly Speaking
- Excellent ideas and very well organised event, thanks to Morag and Fraenkly Speaking! Which is the website where we can download the materials from this workshop?
- What site was mentioned to where we can look at a summary of this meeting?
- magneticmeetings.de
- Many thanks for the great organisation and for the relevant and useful content

Your Comments in Chat:

- Thanks as well from my side for this inspirational workshop :)
- Thank you all. Have another meeting to attend. Will certainly love to visit sometime soon.
- Great session - thank you!
- Second Saturday of each month at 10.30am
- Thx all. Glad to be joining all of you today with take home learnings. Will join one of the upcoming meeting.
- Have a great weekend everyone!
- The workshop was very beneficial to all! I learned a lot. Thanks so much.