Kaur Life Virtual Retreat Aug 2020
Keeping People Safe on Zoom

Zoom Point Person: Harleen Kaur

Roles
- Co-hosts: Isha, Harleen, Lakhpreet
- Guest Speakers: For tech and safety purposes, you will log-on as a "participant". We will un-mute you and pin/spotlight your window.

Security
- Password protected and password will be shared privately
- Do not allow people to join before the host joins
- Co-host(s) will manually approve people and let them in/move them from the waiting room to the main room; only authenticated users will be allowed in.
- After 5 minutes, the session will be locked and no one new will be allowed to join and no one in the waiting room will be allowed in.
- Turn off participant screen sharing & file sharing
- Use a randomly generated ID
- Make sure participants are using their real name and the email they signed up with
- Participants will be removed if they violate etiquette; disable "allow removed participants to rejoin"

Chat and Q&A
- Larger group chat - OFF
- Participants will only be allowed to chat with the co-hosts (Isha, Harleen, Lakhpreet)
- Participants can submit questions via a Google Form. Co-hosts will monitor incoming questions and ask the appropriate questions to the guest speakers.

Presenting slides
- A co-host (Isha, Harleen, Lakhpreet) will be responsible for sharing slides and presentations. This way the guest speakers can focus on speaking only.

Participants:
- Will only be allowed to chat with the co-hosts (Isha, Harleen, Lakhpreet) (No larger group chat)
- Will be automatically set to mute and will not be able to unmute on their own. Only a co-host can do this.
- Will have them do an initial video check-in for the first 10 mins in case they are unable to have their video on the whole time (in case of internet stability, childcare responsibility, or otherwise)
- Will not be allowed to screen share
- Make sure participants are using their real name and the email they signed up with
- Participants will be removed if they violate etiquette; disable "allow removed participants to rejoin"
- Participants can submit questions via a Google Form. Co-hosts will monitor incoming questions and ask the appropriate questions to the guest speakers.

Breakout rooms
- Participants will be assigned to breakout rooms which will remain consistent during the entire retreat.
- There will be one participant volunteer within each room to be the facilitar
- There will be one sevadar assigned to oversee five breakout rooms
- Co-host will be available for assistance