

## How to hold a Zoom Hui?

Our COVID-19 discussions are not the end of it. We know that there are further conversations to be had, in your group or organisation. If you want to hold your own Zoom Hui, we have some suggestions on how you can do this, it is fun!

### The Schedule

Below is an example of the schedule we followed:

- 7:30 – 7:40pm:* Welcome and introductions
- 7:40 – 8:40pm:* Breakout rooms with three or four people per room. There was one moderator per breakout room who went through **four questions**. We spent 15 minutes on each question. For the last question, participants were asked to give three top things that they wanted to happen.
- 8:40 – 9:00pm:* Moderators reported back on the top three things to the full group. The full group was also asked to give feedback on this Zoom Hui.

### The technics:

- Spotlighting:** On Zoom, a yellow outline appears around the screen of whoever is speaking so people know who to focus on. This is not the case for Deaf people. In large group discussions, we found it valuable to 'spotlight' or make the main signer visible in a bigger screen so people would know who was signing and to make it easier to see the main signer. An example of how to '**spotlight signers**' and to create breakout rooms for smaller discussions has been created by the NZ Sign Language Tutors Association: <https://youtu.be/Hye9tlJH9z0>
- Facilitator:** It was important to appoint a 'technical facilitator' to spotlight signers and to set up the breakout rooms on the day.
- Breakout Rooms:** To organise the breakout rooms beforehand to ensure a balance of participants and to save time.
- Keeping order:** In large group discussions, people were asked to raise their hands to indicate that they wanted to say something.
- Zoom Pro:** For large group discussions it is necessary to have access to Zoom Pro. However you can have smaller group discussions via Facebook Messenger, Skype or Google Meet to name a few.
- Interpreters:** If you need to use NZSL interpreters, please ensure that they are spotlighted when sharing your screen and that everyone turns off their audio when not aiming to speak.

Let's get Zoom-ing!