

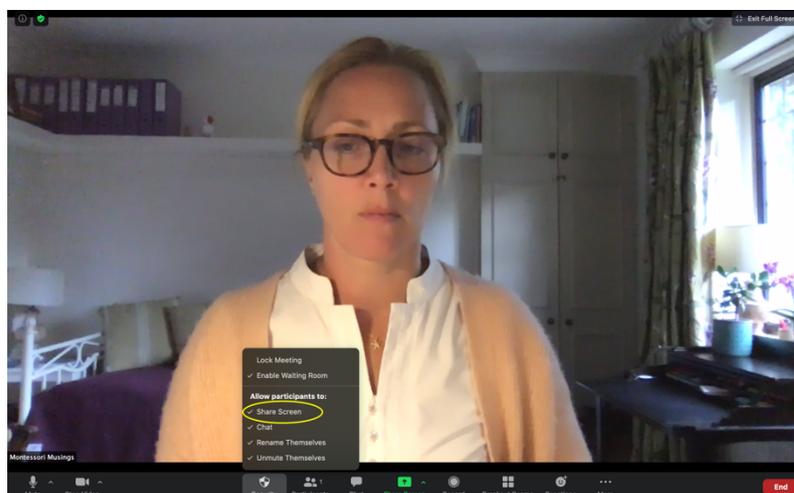


Connect Pavilion

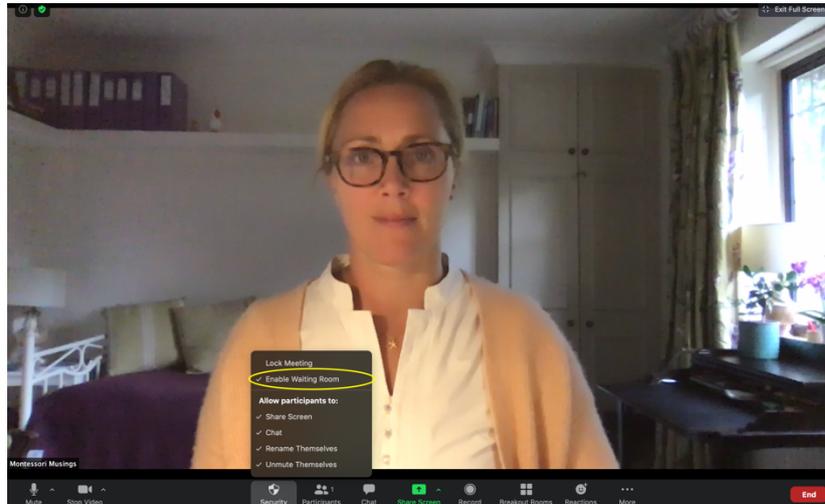
Café host notes

Thank you so much for hosting a Connect Café. We thought you might find it useful to have ‘cheat sheet’ to guide you as you act as host for your session.

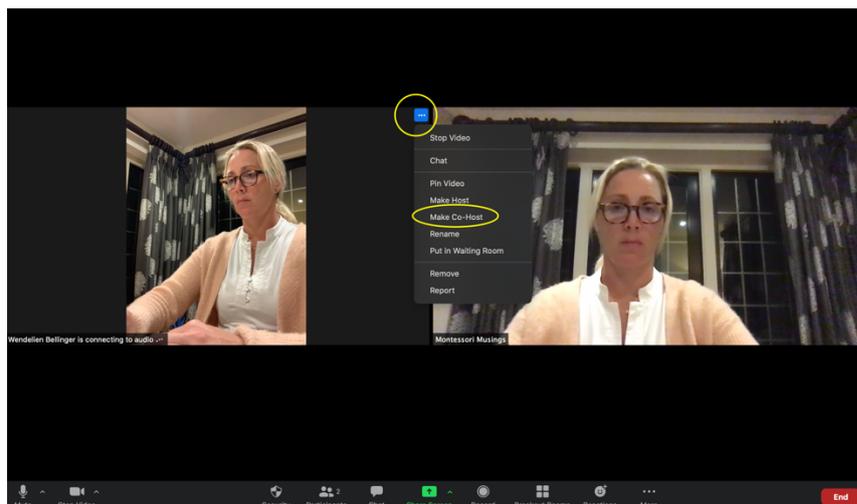
- 1) We strongly recommend you host on a laptop or desktop
- 2) Log in to your Zoom app or account / or the account that you have been invited to host on behalf of (if you are hosting someone else’s account, please note that you must log-in with the details provided NOT use the link to the Zoom meeting)
- 3) Please ensure that you are hosting a **pro-account**. The basic accounts do not allow break-out rooms, nor do they allow sessions longer than 40 minutes.
- 4) Line up the clip that you will be playing at the start of the session. This involves having it open on your desk-top (more on this later). Simone Davies (The Montessori Notebook) will share the links on Saturday by 8pm CET on www.montessorieverywhere.org/connectteam. She will also put a link to dropbox where you can download the clip to play through something like QuickTime Player, as well as a YouTube link too in case the downloading is too tricky.
- 5) Start the scheduled meeting approximately 10 – 15 minutes before it is officially due to start
- 6) Make sure that participants can share screen: click on the security icon at the bottom of your screen and make sure that “Allow participants to share screen” is ticked



- 7) Also make sure that the “waiting room” function in the security section is ticked so that participants have to wait until you are ready to admit them



- 8) Admit your facilitators and make them co-host, make sure everyone is happy and knows what they're doing



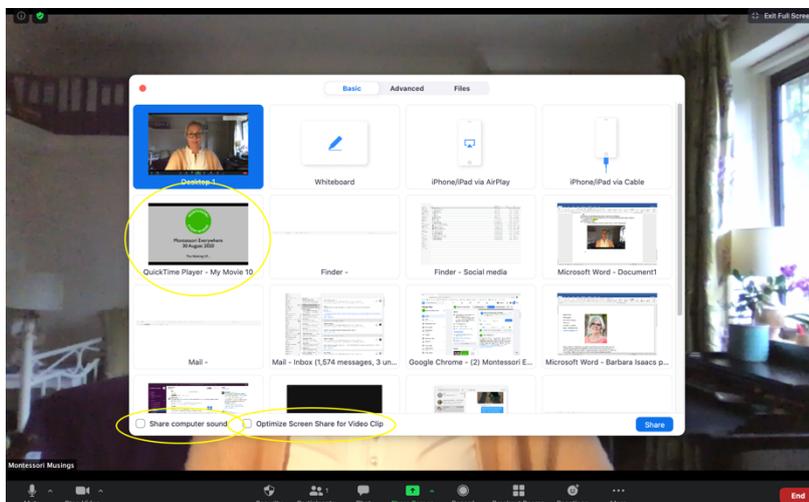
- 9) At the correct start-time, admit participants – this is done most easily by clicking ‘admit all’. We have no idea how many people will turn up in the café; it’s impossible to predict, it could be a lot or very few.
- 10) Identify your facilitators if you haven’t already in step 6 above!
- 11) The first 10 minutes of the session will involve sharing a clip with participants. See point 4 above how you will access this clip in advance of the session.

12) To share your screen:

- a. Click on the green icon at the bottom of your screen “ShareScreen”



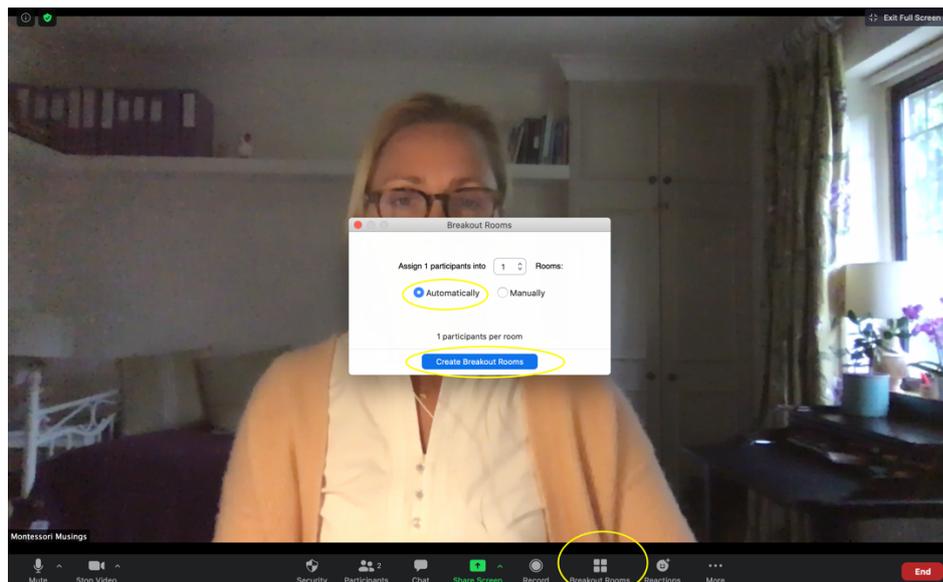
- b. A screen will appear with all the windows you have open on your desktop. Tick the two small boxes in the bottom left hand corner of this screen: “Share computer sound” and “Optimize screen share for video clip”. Then select the clip you opened before the start of the meeting and click on share in the bottom right hand corner.



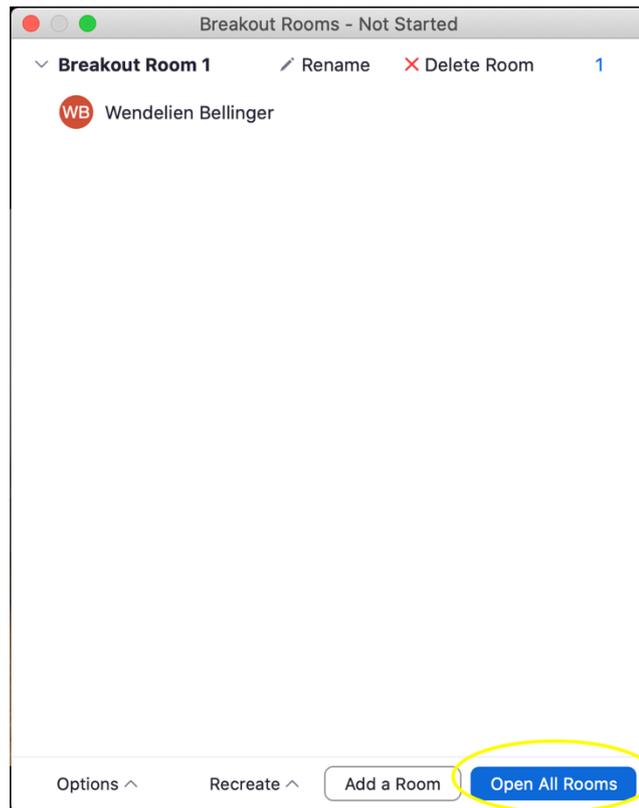
- c. Participants may continue to join the waiting room as you are playing the clip. This will be clear in the participants icon which should be available to you at the top. If you click on this, you will be able to admit them.
- d. When the clip has finished, simply click ‘stop share’.



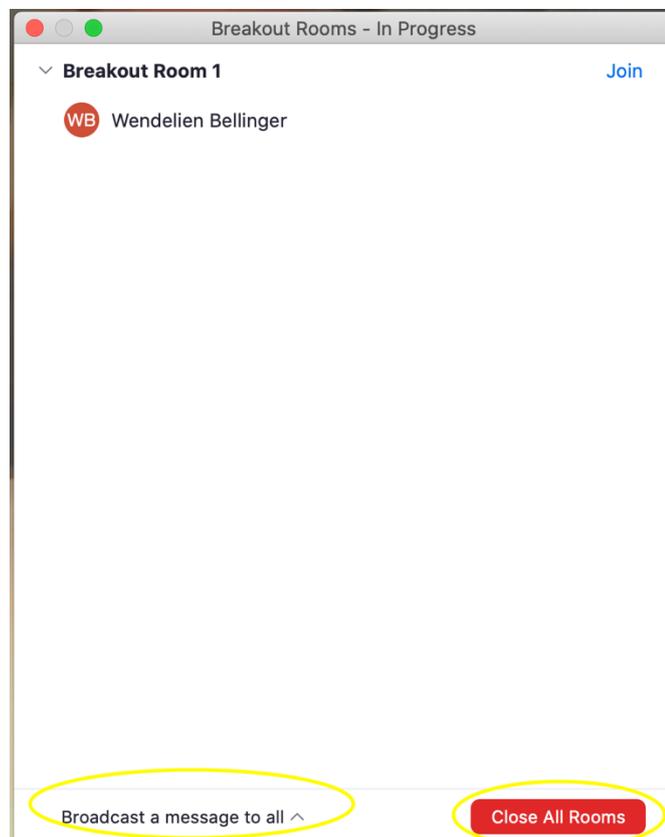
- 13) The facilitator will now welcome everyone to the café and outline what its purpose is, the ground rules, and explain that you will run a break-out group of 10 minutes, twice.
- 14) When you are ready to break into break-out groups, click the break-out icon at the bottom of your screen



- 15) Choose the number of participants per room (we suggest 5 – 8), ensure they are assigned automatically and click on “Create Breakout Rooms”. You can reassign people to different rooms at this stage, making sure there are facilitators in the different break-out rooms.
- 16) When you’re ready, click on “Open all Rooms”



17) You can, if you like, broadcast a message to everyone in the break-out rooms to say when time is nearly up. When time really is up, just click on “close all rooms”.



- 18) You will put people into break-out rooms twice.
- 19) At the end of the session, please invite participants to return to the website to find links to join the Celebrate Pavilion for the next celebration. You will see the links in the schedule on our website on Sunday; the links will be up and you could pop it in the chat for people to click directly.
- 20) And finally.... Improvise - if the clip doesn't play or the break out button doesn't work, then improvise something for the room - have a large group discussion, sing together, dance, have fun. And we will pray to the technology gods for smooth sessions for all.

