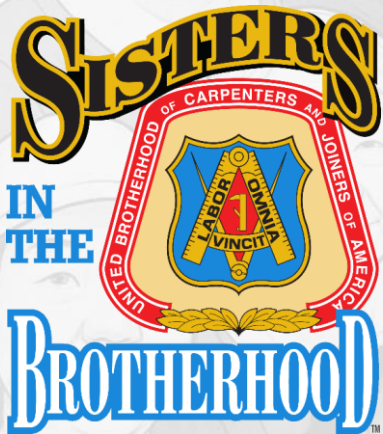


How to Host an Online Meeting

For Sisters in the Brotherhood
Committee Chairpersons



This guide is a Sisters in the Brotherhood Capacity Building Project initiative,
funded in part by Women and Gender Equality Canada.













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des genres Canada

Canada

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Welcome! Let's Get Started

Hello there, Chairperson!

Hosting an online meeting might feel a little intimidating if you're not used to technology. But don't worry—this guide is here to walk you through it all, step by step, in plain language. By the end, you'll feel confident and ready to chair your meeting like a pro!

What is an online meeting?

An online meeting happens on the internet using a computer, tablet, or smartphone. People join from wherever they are—home, office, or on the go. You can see and hear each other, share documents, and make decisions together.

Why consider an online meeting?

Online meetings are a great way to support inclusion, participation, and engagement for Sisters in your area.

Long commutes, traffic, family responsibilities, and fees (like parking or babysitting) can be barriers for face-to-face meeting participation.

For help and assistance...

Your local area office can be a great support to you. As well, if you would like a French version of this guide, please contact SIB@ubcja.ca.

If you are using Zoom to hold your meetings, the free version is limited to 40 minutes at a time. If you need longer than 40 minutes, check in with your local or regional representative to see if they have a paid account you can use.





You can also contact your SIB Council Point of Contact:

Cassandra Whalen	Atlantic Canada Regional Council (ACRC)	(709) 725-7395	cwhalen@acrc.ca
Annie Breton	Quebec Regional Council (QRC)	(514) 355-1141	abreton@crqubc.ca
Rita Moore	Millwright Regional Council (MRC)	(416) 757-8754 ext.2	rmoore@ubcmillwrights.ca
Ivannia Garza	National Construction Council (NCC)	(778) 791-7116	igarza@ubcja.ca
Kristine Byers	Carpenters' Regional Council (CRC)	(587) 385-8078	kbyers@ubcja.ca
Rachelle Premack	Canadian District and Carpenters' Regional Council (CRC)	(236) 464-4016	rpremack@ubcja.ca

We wish you much success as a SIB Committee Chair!
In Solidarity,
SIBCAP



What You'll Need

-  As the meeting host, accessing from a **computer is best**.
-  A **stable internet connection**
-  A **quiet space** where you won't be interrupted. Your home or local area office are good places to host your meeting.
-  A **meeting platform**:
 - **Zoom** has a free 40-min option. If your meeting is longer, check with your local area office in case they have a paid account.
 - **Microsoft Teams**: Teams is the approved platform for UBC. If you are familiar with Teams, this can be a good option.
 - **Google Meet**: If you are familiar with Google products, Meet is an option.



Before the Meeting – Prepare Like a Pro

1. Choose a Meeting Platform

Ask your area office what platform they use. Common ones include:

- Zoom
- Microsoft Teams
- Google Meet

Each one works slightly differently, but the basics are the same.

Which platform should I use?

Feature	Microsoft Teams	Zoom	Google Meet
Ease of Joining a Meeting	May require app install and sign-in; integrated with Outlook	Very easy with just a meeting link; app optional	Easiest if using Gmail - joins from Calendar or link
Interface Simplicity	Can feel busy with many tabs (chat, teams, calendar, files)	Simple layout focused on meetings	Clean and minimalist, especially for quick calls
Account Requirements	Requires a Microsoft 365 account for full features	Works without an account, but limited features (40min max)	Works best with Google account; guests can join
Collaboration Features	Best for working with Word, Excel, OneDrive in real time	Basic whiteboard and screen sharing; not file-focused	Good for screen sharing and captions, fewer tools
Learning Curve	Steeper due to multiple tools in one app	Easy to pick up for just meetings	Easiest for casual users or those familiar with Google
Integration with Other Tools	Excellent integration with Microsoft 365 apps like Outlook, Word, SharePoint	Integrates with Google/Outlook calendars, growing app marketplace	Smooth integration with Gmail, Calendar, Drive, Docs
Privacy & Security	Enterprise-grade security; great for organizations	Good security with waiting rooms and passcodes	Strong privacy backed by Google's security policies
Recording Options	Easy to record and save to OneDrive or SharePoint	Record locally or to the cloud (paid feature)	Recording available only for Workspace users
Chat & Engagement Tools	Persistent chat, channels, emojis, polls - great for ongoing collaboration	Good in-meeting chat, whiteboard, breakout rooms	Basic chat and reactions; fewer features
Mobile Experience	Feature-rich but can feel heavy on mobile	Clean, user-friendly mobile experience	Light and smooth, especially on Android devices

2. Prepare an Agenda

Consider the **length** of your meeting and the **number of topics** you need to cover. In a 40-minute meeting, you can likely cover 2-3 items.

Set **time limits** for the topics.

Include time for **discussion** either during the discussion topic or at the end of the meeting.

If topics are addressed by certain participants, contact them beforehand to confirm the topic time and time limit.

If you plan to have notes, arrange a **person who can take notes** during the meeting. This ideally, should be someone who is not speaking or hosting during the meeting.

Sample one-hour agenda:

- Welcome and housekeeping (5 minutes)
- Agenda item 1 (12 minutes)
- Agenda item 2 (12 minutes)
- Agenda item 3 (12 minutes)
- Discussion (15 minutes)
- Wrap up and next steps (4 minutes)

3. Schedule the Meeting

Most platforms let you create a meeting and send out invitations. Ask someone from your area office to help if you're unsure.

Include in the invite:

- Date and time
- Link to join
- Agenda (copy and paste the agenda into the meeting details OR send in your email)
- Any documents people should read beforehand

*Both Zoom and Teams add these automatically when sent via email.

For step-by-step instructions for Zoom, [click here](#).

4. Test Your Setup

A few days before the meeting, test your meeting. If possible, include a friend or representative to join you.

- Open the platform and **check** your microphone and camera.

- Practice **joining** the meeting.
- If you are sharing your screen, practice **sharing**.
- Have your agenda and notes ready—either printed or on your device.
- If you have any issues, contact your area office for troubleshooting support.

The day of your meeting:

- Log in **10–15 minutes early** to check everything works.

Running the Meeting – Keep it Clear and Kind

1. 😊 **Start Warmly**

- **Greet** everyone as they arrive.
- If the group size allows for it and if you have time, do **introductions** to build relationships. For a larger group, you can also use breakout rooms or use the chat feature.
- Check that everyone can hear and see you.
- Give a quick overview of how to mute / unmute, use the chat feature, and turn their video on or off. You can also show people how to update their name in their profile.
- Let participants know if the call will be **recorded** or not. If it's recorded, let the participants know that they can either have their camera on or off.
- Complete attendance (if required).
- Review the **accessibility** features (if available / enabled).
 - In Zoom, you can enable *Automated Captions* under *Advanced Meeting settings* when you set the meeting up.
 - If you have it enabled, activate it during the meeting or tell participants how they can access the feature.

2. ✅ **Set Some Simple Rules**

As the meeting host, you have control of the meeting. As your meeting starts, it's helpful to keep everyone on mute.

You can say:

- "Raise your hand if you want to speak."
- "When it's your turn to share, unmute yourself."
- "If you have questions, please add them to the chat."
- "I will now start the recording."

3. Follow the Agenda

- Remind people of the time. Appoint a **timekeeper** to notify you when time limits have been met for each topic. They can also let you know when you have 5 minutes left for the meeting.
- Gently steer the conversation back if it goes off-topic.
 - "Shirley, although your point about the lack of female training instructors is a good one, our goal for this meeting is to plan for the Labor Day rally. Perhaps we can make time for the female training instructors discussion after we complete our agenda items."
- Encourage quiet members to share.
 - "_____, what are your thoughts?" "_____, do you have anything to add?" "_____, how does that idea sound to you?"
- If you run out of time, ask participants if they can stay for 5 to 10 minutes longer. If there are objections or if the call needs extended time, add these topics to the next agenda.

4. Handle Tech Problems Gently

If someone is having trouble:

- Pause and let them sort it out.
- Ask if someone can help them in the chat.
- Offer to catch them up later if needed.



Ending the Meeting – Wrap it Up Well

1. Summarize Key Points

- Take 5 minutes to recap
 - Summarize the decisions made.
 - Summarize the actions that will be taken.
- Verify the next meeting date.

2. Ask for Final Thoughts

Say:

- "Does anyone have a quick final thought before we end?"
- "Anything we missed?"

3. 😊 Thank Everyone

Finish on a warm note:

- “Thanks, everyone! Great work today.”
- “Appreciate your time and ideas—talk soon!”

4. ✖ Stop Recording and Click "End Meeting"

If you are recording, stop the recording.

Once everyone has left, click **"End Meeting for All"**.



After the Meeting – Keep Things Moving

1. 📧 Follow Up

Send an email with:

- A short summary of what was discussed (use the notes from the notetaker)
- Action items and deadlines
- The date of the next meeting (if known)
- The recording link, if applicable
- Ask for feedback:
 - "Thanks for joining the meeting. Let me know if there's anything I can do to make future meetings better!"

2. 📖 Reflect

- What went well?
- What could go better next time?
- Did people feel heard?



You're Ready!

You don't need to be a tech expert to run a great online meeting. With some preparation, kindness, and a clear agenda, you'll guide your team with confidence.

Keep this guide handy and don't be afraid to ask others for help when needed.

You've got this!



Checklist to Set Up Your Virtual Meeting

Basic Information

Meeting host:	
Date:	
Time & Time Zone:	
Duration (if longer than 40 minutes you need an upgraded Zoom account):	
Meeting Name:	
Estimated Number of Attendees:	
Branding Requirements for Agenda or Slide Show (if applicable)	
Recording (will the meeting be recorded)	

Roles

Meeting Organizer: (person creating the event)	
Co-organizers (if applicable):	
Person who will start the meeting recording (if applicable)	
Meeting Chair (who will take the notes):	
Timekeeper	

Meeting Options

Security: Default: Passcode and/or Waiting Room	
Meeting chat? Default: Enable Continuous Meeting Chat	
Allow video on or off for attendees? Default: Off	

Additional Options with Zoom Workplace Pro

AI Companion Set automatically start meeting summary for automated note taking	
Audio Default: Both	

Action Items

Pre-Event

Actioned By

Due Date

Event Email Information (if required)		
Confirm Distribution List for the Event		
Event Invitation:		
Reminder Email (if required): (1 week before event)		
Feedback / Survey (if required) (use Forms or Survey Monkey)		

During Event

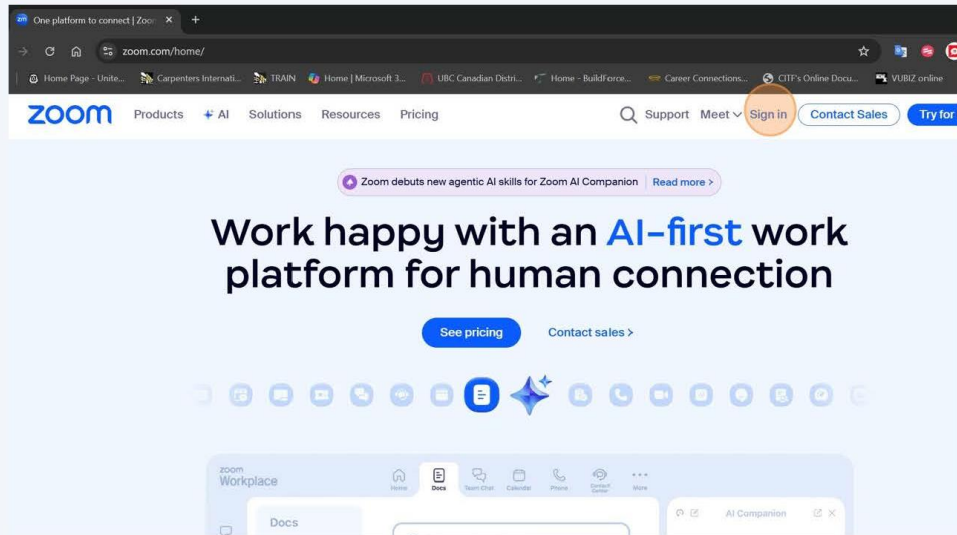
10-Minute Pre-Event Prep: Test audio and screen share (if using)		
Admit All Attendees from Waiting Room:		
Start Recording (if applicable)		
Q&A Monitor:		
End Meeting:		

Post-Event

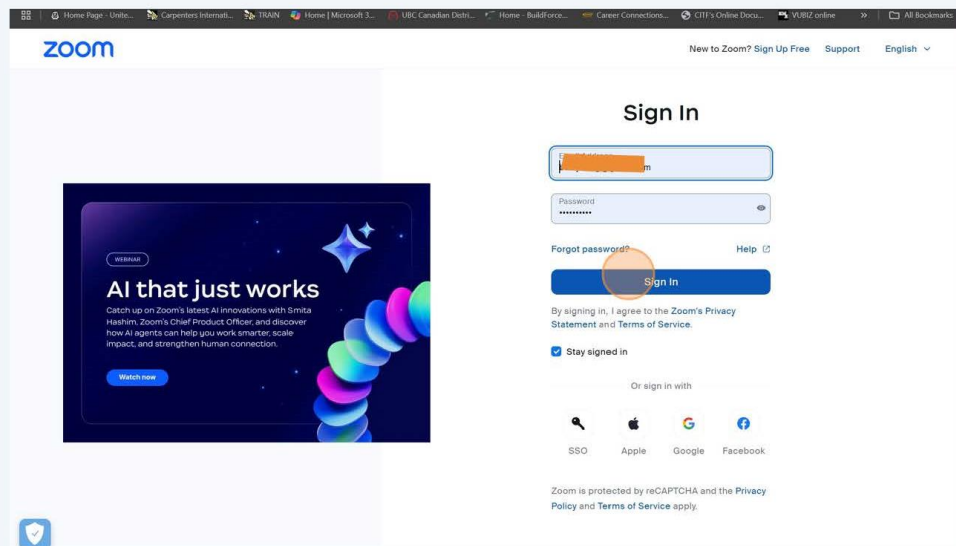
Summary Email Message: Include Recording Link, if applicable		
Attendance Reporting: Registered, Attended, Councils, etc.		

Detailed Steps for Setting up a Zoom Meeting

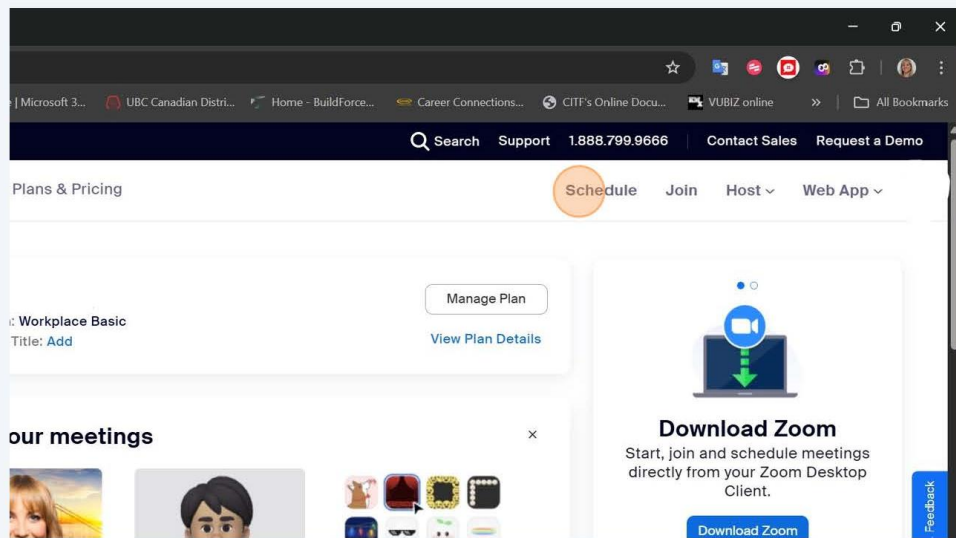
1 Navigate to www.zoom.com



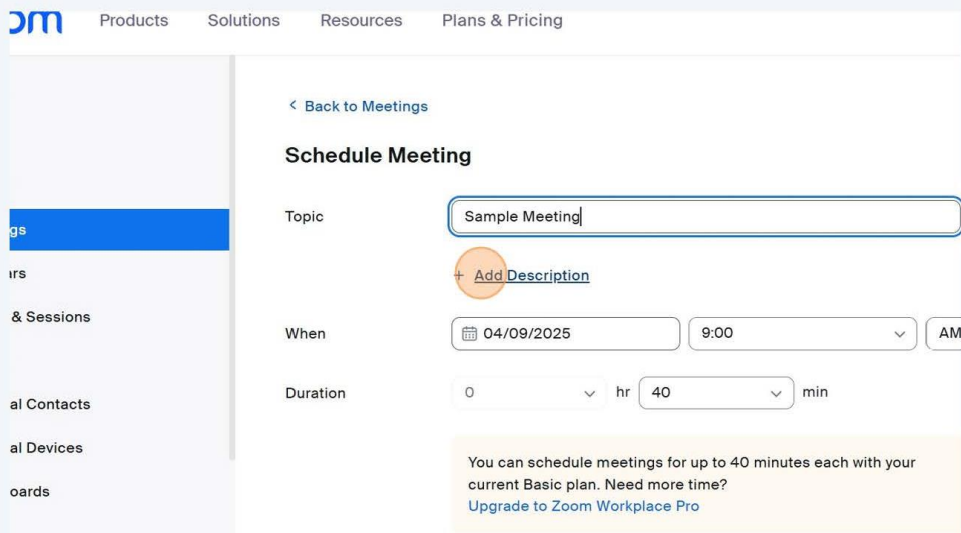
2 Click "Sign In"



3 Click "Schedule"



4 Give your meeting a title and if you choose, "Add Description" .



6 Select the date and time of your meeting.

The screenshot shows the Zoom meeting scheduling interface. The 'When' section has a date field set to '04/09/2025' and a time field set to '9:00' with a dropdown arrow. The 'Duration' section has a field set to '1 min'. The 'Time Zone' section has a dropdown arrow. The 'Attendees' section has a text input field. A calendar pop-up is displayed over the date field, showing the month of April 2025. The date '04/09/2025' is highlighted in blue, and the time '9:00' is highlighted in orange. The 'Save' and 'Cancel' buttons are at the bottom.

When: 04/09/2025 9:00 AM

Duration: 1 min

Time Zone: [Dropdown]

Attendees: [Text Input]

Save Cancel

7 Select the start time of the meeting.

The screenshot shows the Zoom meeting scheduling interface. The 'Meeting' section has a title field set to 'Sample Meeting' and a description field set to 'This is the Quarterly call for SIB Conference planning'. The 'When' section has a date field set to '04/17/2025' and a time field set to '9:00' with a dropdown arrow. The 'Duration' section has a field set to '0 hr 40 min'. A message box states: 'You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time? Upgrade to Zoom Workplace Pro'. The 'Time Zone' section has a dropdown set to '(GMT-3:00) Halifax'.

Meeting

Sample Meeting

This is the Quarterly call for SIB Conference planning

04/17/2025 9:00 AM

0 hr 40 min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

(GMT-3:00) Halifax



NOTE!

With the free version, you can ONLY schedule meetings for up to 40 minutes.

If you need more time, you will either have to schedule a SECOND zoom call for right after OR upgrade to a paid account.

8

Click "select time zone" What will your time zone be when you make this call? This will auto adjust the receivers time zone accordingly.

When: 04/17/2025 07:30 PM

Duration: 0 hr 30 min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone: (GMT-3:00) Halifax

☐ Recurring meeting

Attendees: Enter user names or email addresses

Save Cancel

9

You can enter the participants here, OR send everyone a link once this is set up. Your choice.

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone: (GMT-3:00) Halifax

☐ Recurring meeting

Attendees: rpremack@ubcja.ca

Meeting ID: [Preview: R rpremack@ubcja.ca, rpremack@ubcja.ca]

Template: Select a template

Save Cancel

10

Zoom has some fun features like adding a whiteboard. Simply Click "Add Whiteboard" if you want to try it. Or you can skip this part.

Attendees

Enter user names or email addresses

rpremack@ubc.ca

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 972 763 2816

Template

Select a template

Whiteboard ⓘ

Add Whiteboard

Docs

Add Docs

Security

☒ Passcode zeTOSg

Only users who have the invite link or passcode can join the meeting

☒ Waiting Room

Only users admitted by the host can join the meeting

11

You can add a document, like an agenda but you can also skip this part.

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 972 763 2816

Template

Select a template

Whiteboard ⓘ

Add Whiteboard

Docs

Add Docs

Security

☒ Passcode zeTOSg

Only users who have the invite link or passcode can join the meeting

☒ Waiting Room

Only users admitted by the host can join the meeting

- 12 Choose if you would like participants to wait and let in one at a time by selecting Waiting Room.

The screenshot shows the Zoom meeting settings interface. On the left is a sidebar with various settings categories. The main area is divided into sections: 'Docs' with an 'Add Docs' button and a 'Meeting Agenda' card; 'Security' with a checked 'Passcode' field containing 'zeTOSg' and a checked 'Waiting Room' option (highlighted with an orange circle); and 'Meeting chat' with a checked 'Enable Continuous Meeting Chat' option. Below these are 'Video' settings for 'Host' and 'Participant', both with 'on' and 'off' radio buttons. At the bottom are 'Save' and 'Cancel' buttons.

- 13 Select if you would like videos on or off during the meeting. (You as the host, can change this in the meeting.)

This screenshot shows the 'Security' and 'Meeting chat' sections of the Zoom settings. The 'Waiting Room' option is checked. Below these, the 'Video' section is visible, showing 'Host' and 'Participant' settings with 'on' and 'off' radio buttons. The 'Host' 'on' radio button is highlighted with an orange circle. At the bottom are 'Save' and 'Cancel' buttons. A dark footer bar at the very bottom contains links for 'Download', 'Sales', 'Support', and 'La'.

14 When you have entered all the necessary data - click save!

Tasks **NEW**

Recording

Clips

Scheduler

Settings

Data & Privacy

Reports

Meeting chat ☒ Enable Continuous Meeting Chat ⓘ

Video

Host ☒ on ☐ off

Participant ☒ on ☐ off

Options [Show](#)

Save Cancel

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Zoom Workplace App

Zoom Rooms Client

Browser Extension

Outlook Plug-in

Zoom Plugin for HCL Notes

Zoom Plugin Admin Tool for HCL

Sales

1.888.799.9666

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Support

Test Zoom

Account

Support Center

Learning Center

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Feedback

15 Copy the invite if you want to send this out in an email.

Tasks **NEW**

Recording

Clips

Scheduler

Settings

Data & Privacy

Reports

Meeting chat ☒ Enable Continuous Meeting Chat ⓘ

Video

Host ☒ on ☐ off

Participant ☒ on ☐ off

Start **Copy Invitation** Edit Delete

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Feedback

16 Happy Zooming!