**Facilitator Zoom Protocols**

*Zoom Technical Settings & Guide 9/9/2022*

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**Purpose of Zoom Rooms by Facilitator**

The Ops team has Zoom PRO accounts for each major facilitator, allowing them to streamline the logistical process, improve the process for clients and facilitators, and allow unique customizations that enhance the participant’s experience.

**Intended Results**

* Ease of use/Better experience for Facilitators
* Ease of use/Better experience for Ops/Logistics members
* Fewer errors, resulting in increased client feedback and additional revenue booked
* Updated room links and improved process for increased security
* Additional Zoom capabilities to benefit alumni

**Facilitator PRO Zoom Accounts**

It is the Operations Team’s responsibility to create new meeting rooms. Please do not create meeting rooms for facilitation. Please reach out to the Operations team for assistance with any new meeting room needs or technical support.

Meeting Rooms are organized by facilitator, by program. When you are certified to deliver a new program, the operations team will create a new meeting room for that program and add appropriate polls and settings based on that program’s needs.

Recurring room meeting numbers will need to be occasionally refreshed for security reasons. The operations team will handle these changes and keep you informed.

**Zoom/Meeting Account Settings Requirements**

**Usage:**

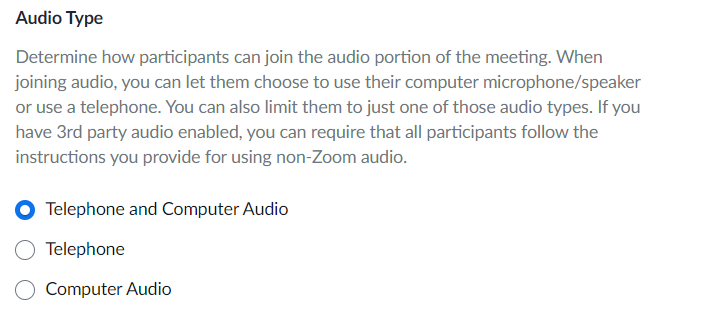
* Please only use this professional account for InteraWorks related business and facilitation.

**Profile Photo & Display Name:**

* Facilitators are permitted to use professional photos of themselves or use the InteraWorks logo icon.
  + Other images are not allowed
* Display name should contain First name Last name with the first letters capitalized.

Graphical user interface, text, application, email

Description automatically generated**Required Settings:**

**Graphical user interface, text, application, email

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