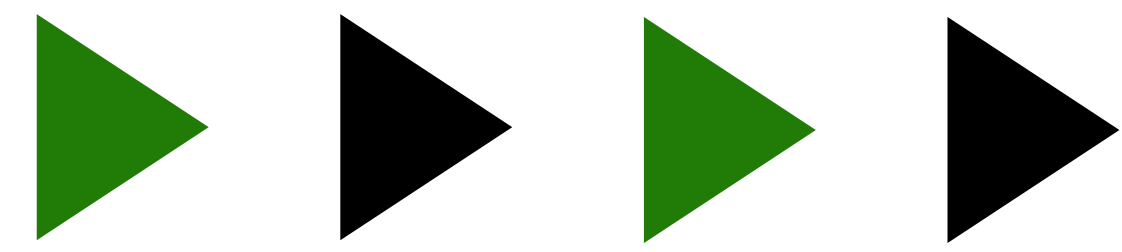




**CEI Virtual Engagement Series**

***“Increase Collaboration in a  
Virtual Session”***

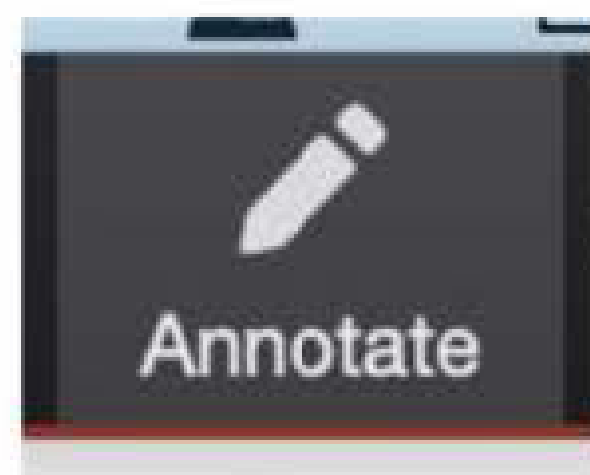
**By  
James Bishop**



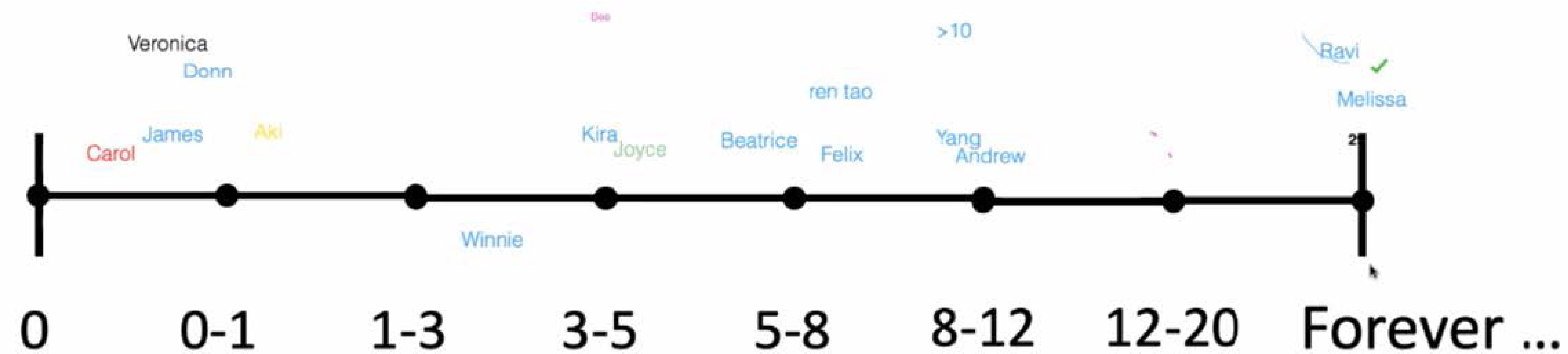
## Tips of the Day

# 1

# Zoom's Annotate: Type Your Name

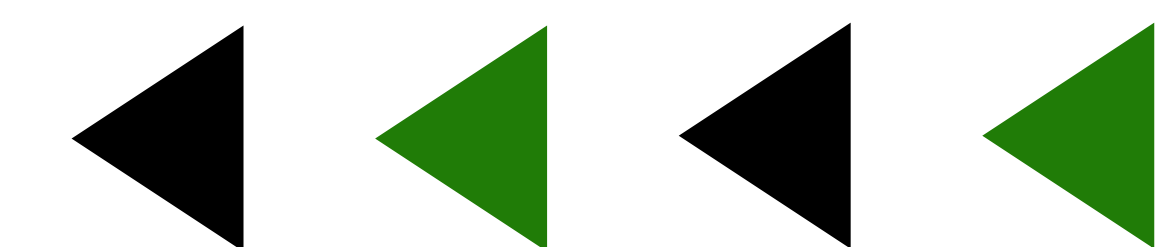


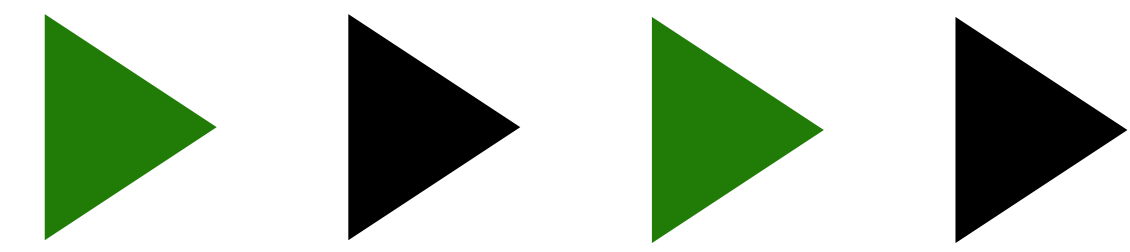
How many years have you worked at HKUST?  
TEXT: Type your name



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Tips of the Day

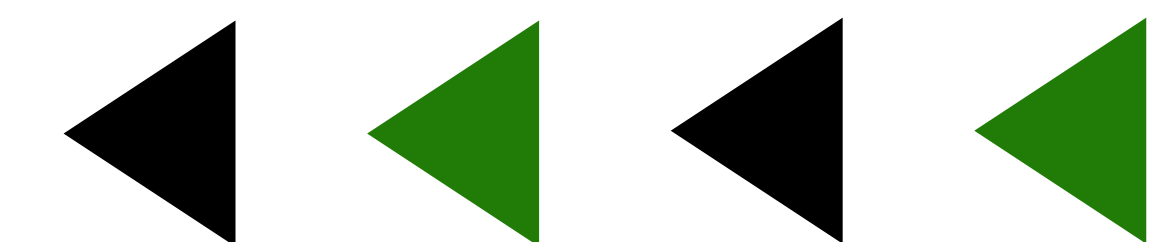
2

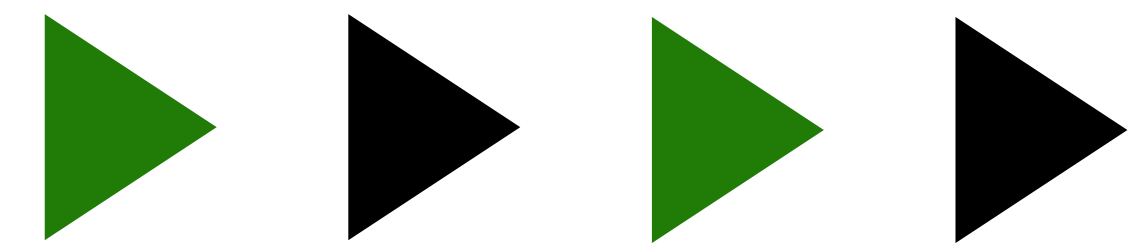
# Zoom's Annotate: Mark Your Birth Place



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Tips of the Day

3

# Basic Principle of Collaboration

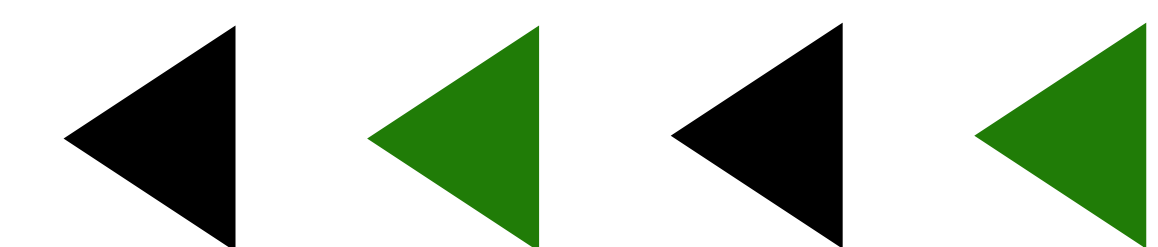


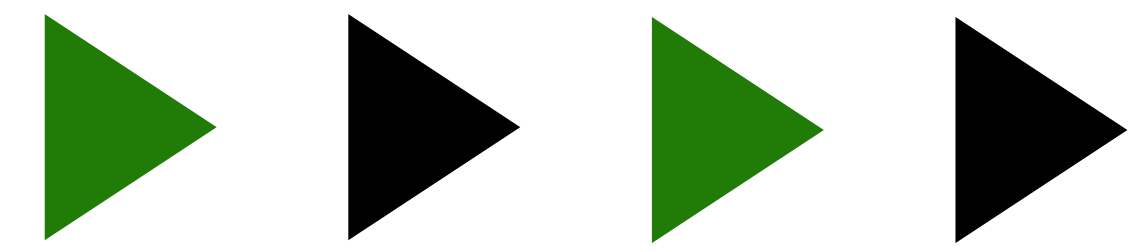
## Safety

- **Build rapport and connection**
- **Be authentic and vulnerable**

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Tips of the Day

4

# Basic Principle of Collaboration

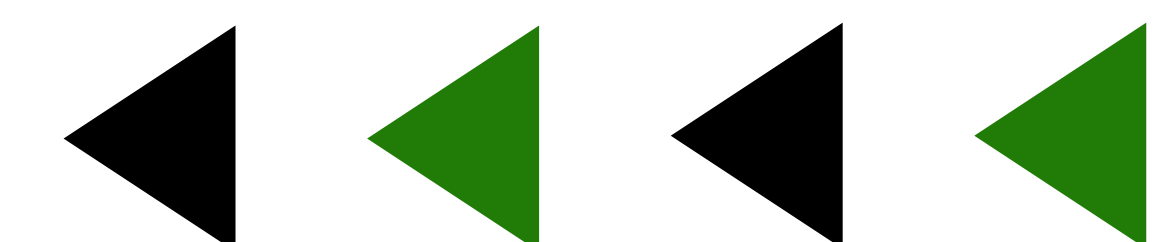


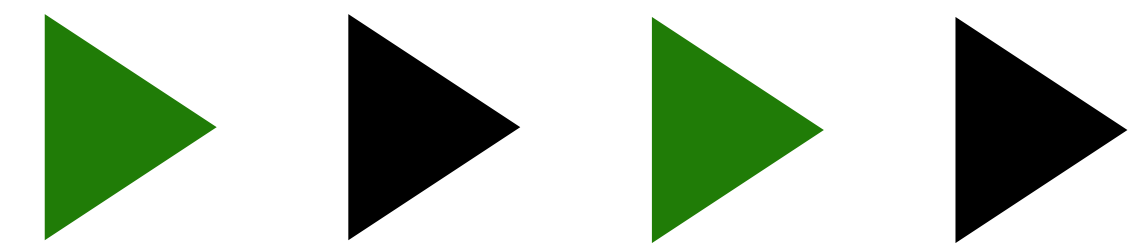
## Accountability

- **Roles and responsibilities**
- **Drop into the rooms**
- **Share docs**

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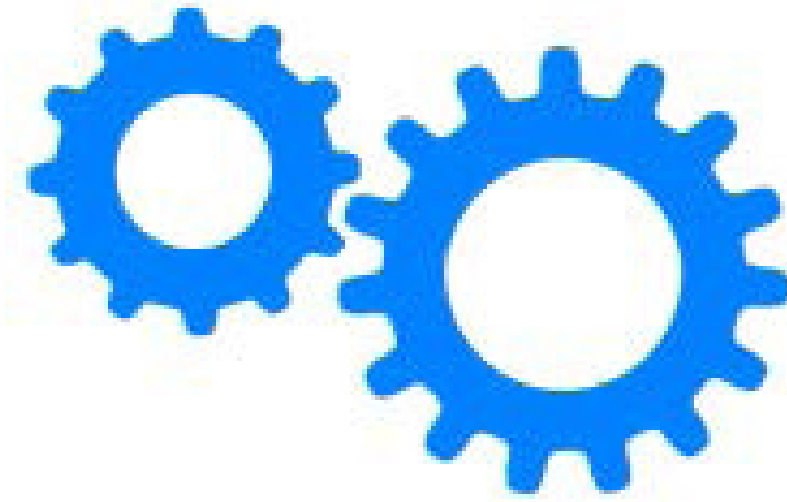


Tips of the Day

5

# Basic Principle of Collaboration

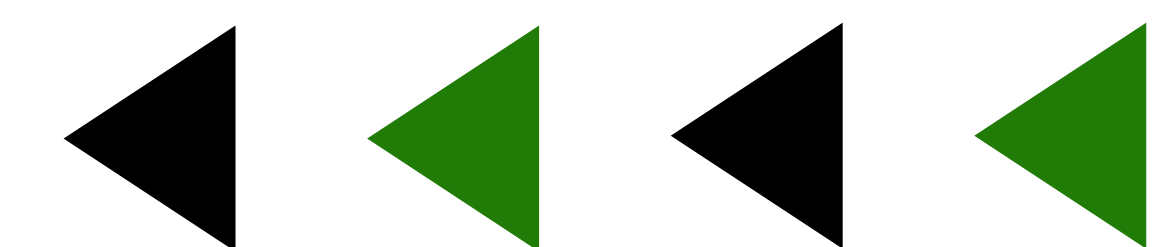
## Simplicity

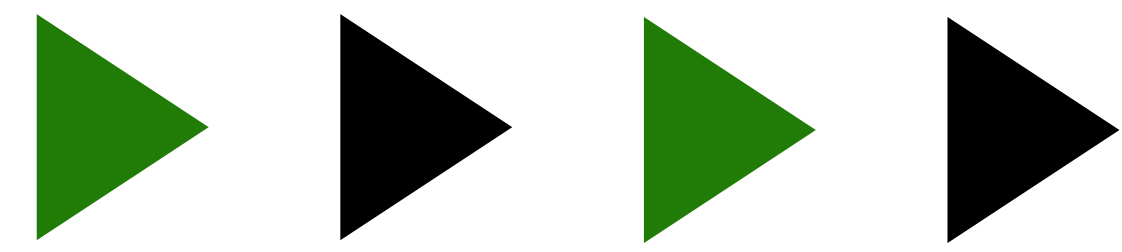


- **Templates**
- **Participant Room numbers**

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Tips of the Day

6

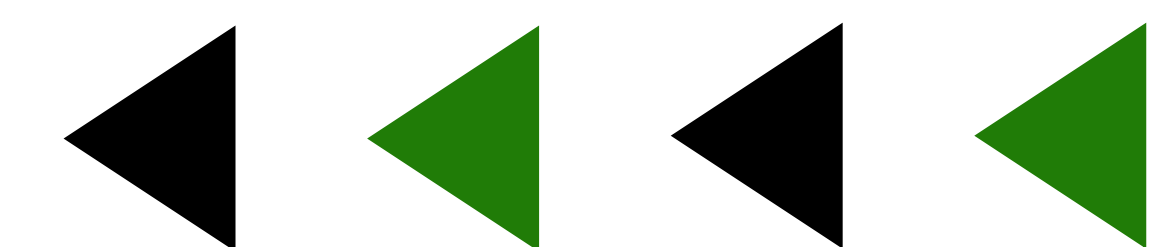
## **Zoom's Breakout Room: “what's the Good News?”**

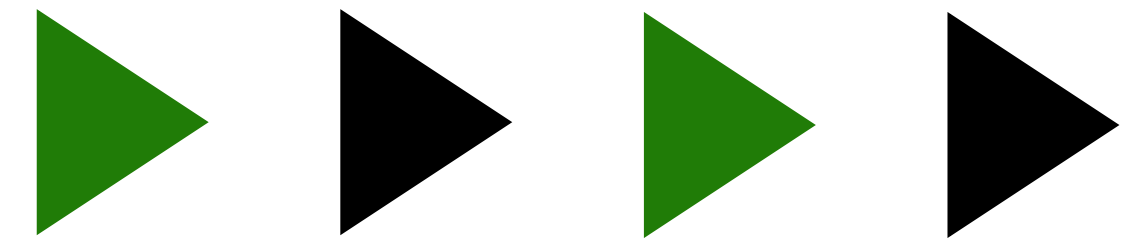


- **Must be unique to you**
- **Can be about past or future**
- **Can be about work or personal life**

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7

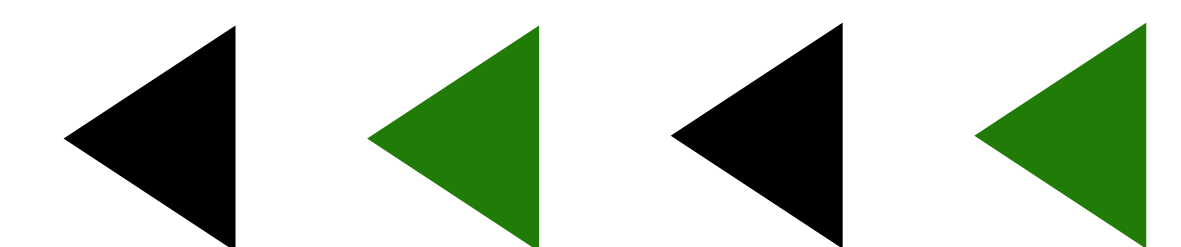
# Zoom's Breakout Room

**Remember to Rename yourself with your  
Breakout Room number**

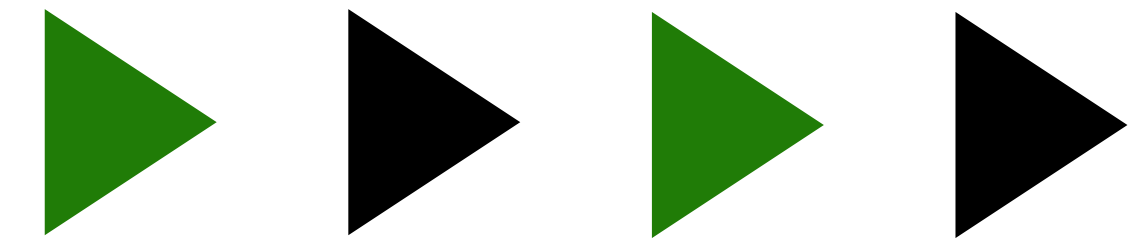
**Eg: 3 James Bishop**

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8

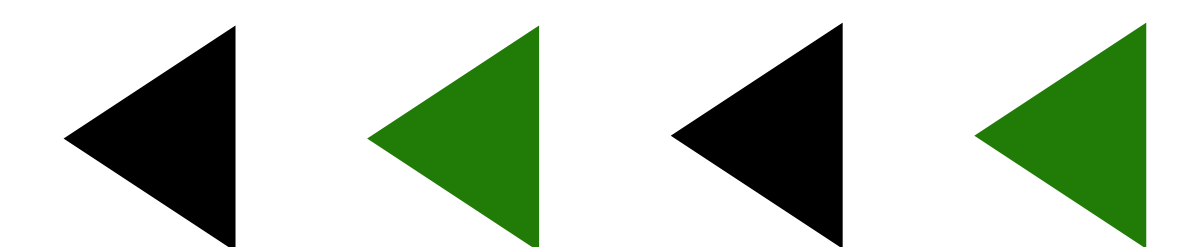
## **Zoom's Breakout Room 1**

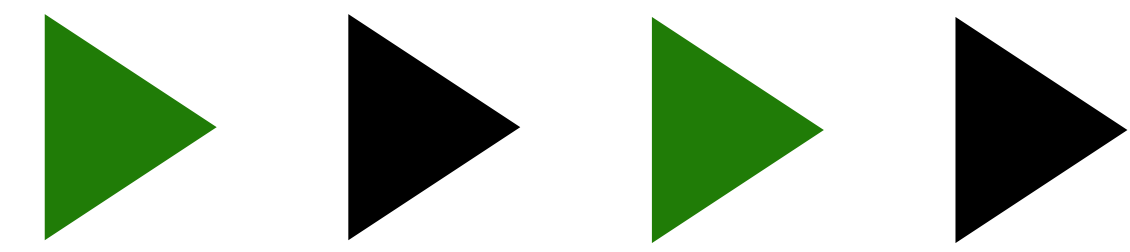
**Simple Question, No Capture, 5-6pax**

**“What is one method you use for getting participants to share in a Breakout room?”**

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Tips of the Day

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## **Zoom's Breakout Room 2**

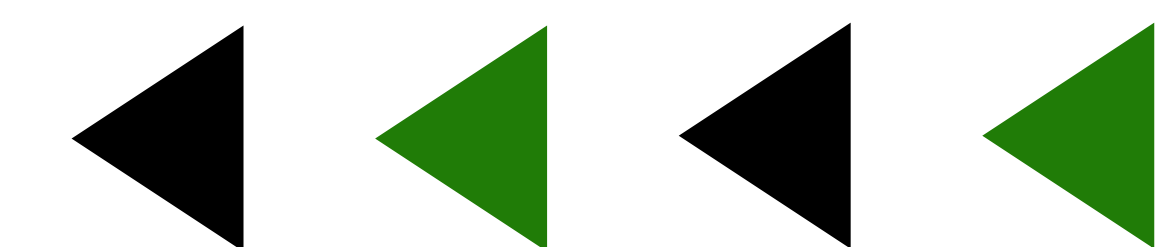
**Simple Question, Self Capture, 3-4pax**

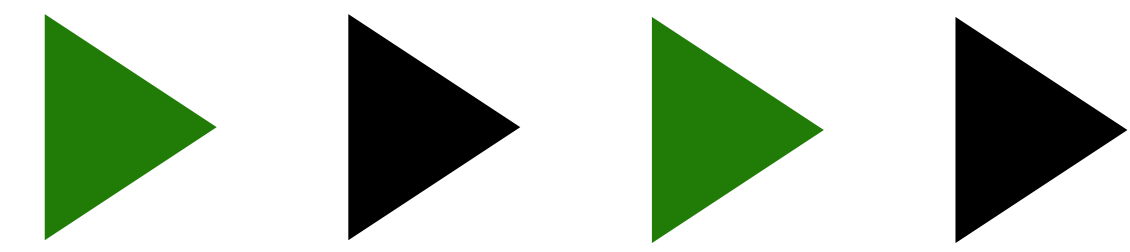
**“What is one method you use for getting participants to capture data in a Breakout room?”**

**\*Volunteer one person to capture in a PowerPoint slide**

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Tips of the Day

# 10





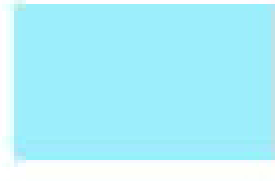

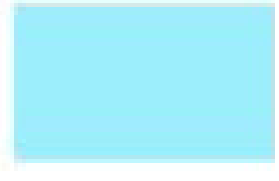

## Zoom's Breakout Room 3

### Medium Question, Template, 3-4pax

**Creative Matrix**

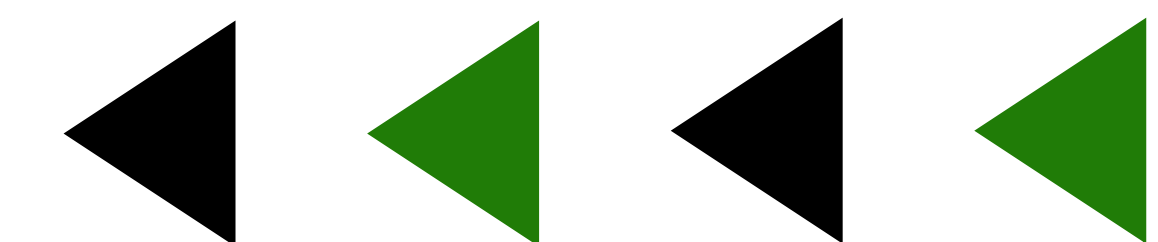
**Solution  
Enabling  
Categories**

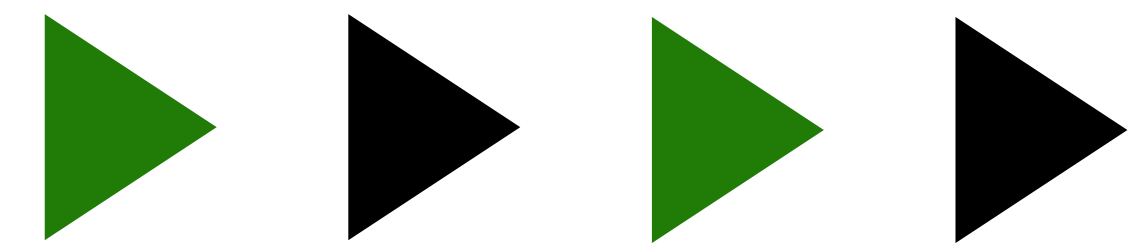
**Wild card**

				
	<b>People Categories</b>			
				
				
				
<b>Wild card</b>				

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Tips of the Day

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# Zoom's Breakout Room 3

## Medium Question, Template, 3-4pax

What do our customers need to thrive in the next 6 months?

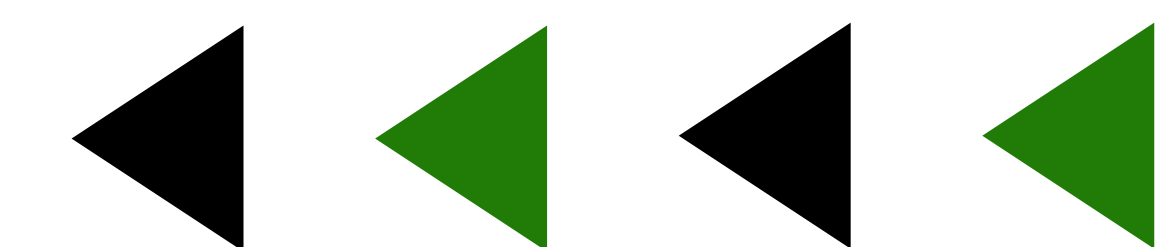
	1 <sup>st</sup> Year	3 <sup>rd</sup> Year	Overseas	TA
Quals				
Tech				
Mental Health				
Family				
Wild Card				

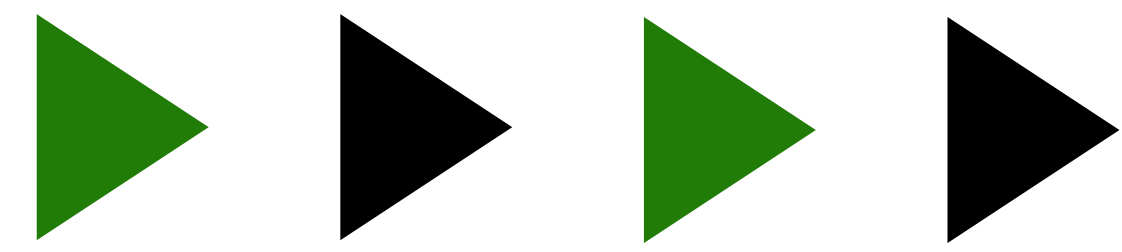
1 Person in Breakout uses template and captures.

Move into 8 Breakout Rooms.

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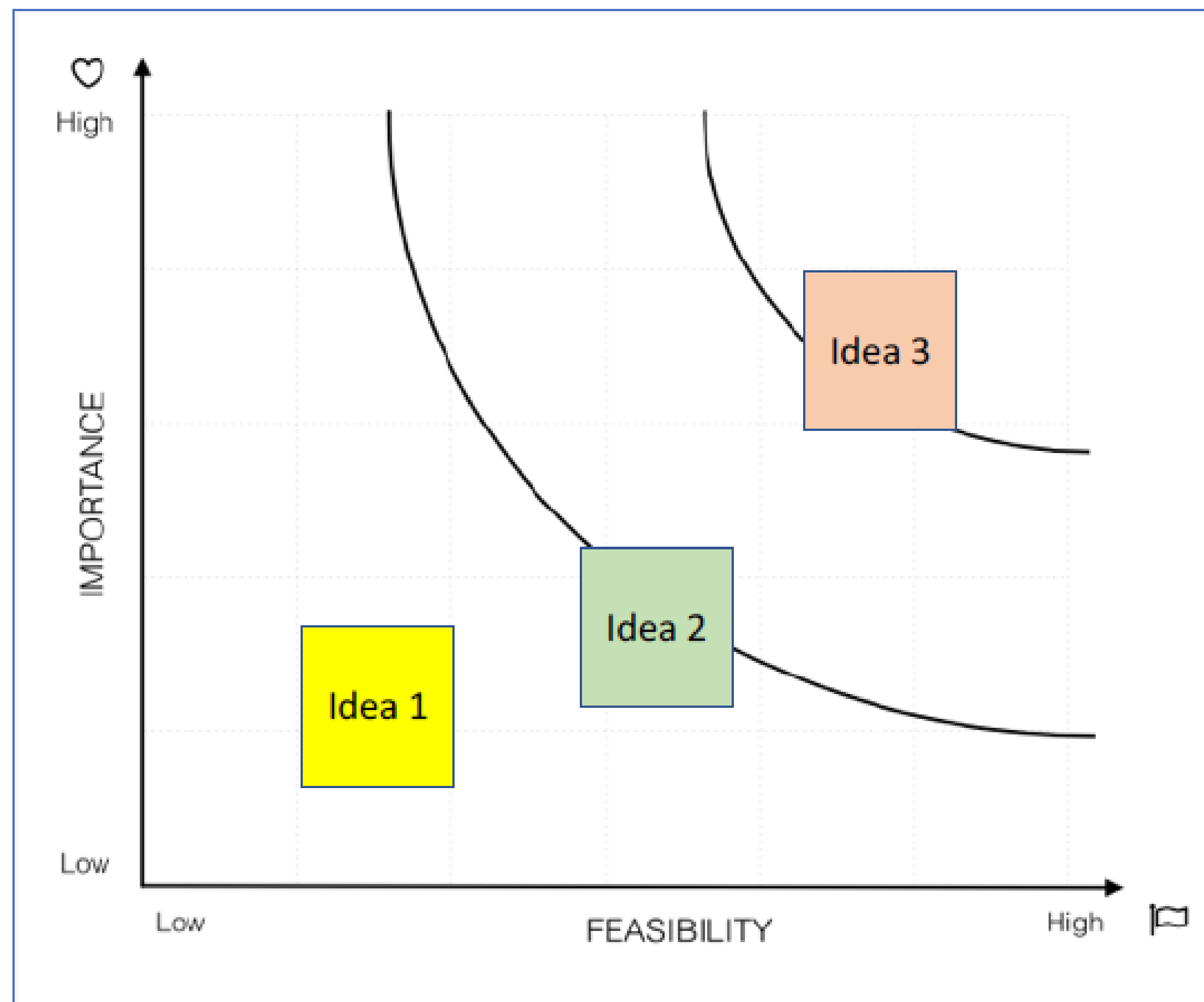




## Zoom's Breakout Room 4

### Medium Question, Template Merge, 6-7pax

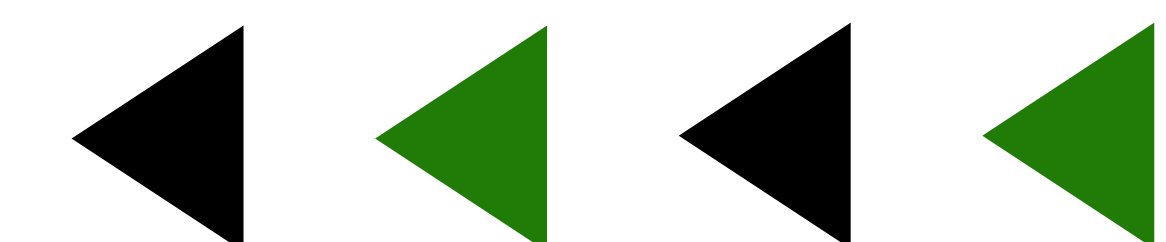
#### Idea Prioritisation

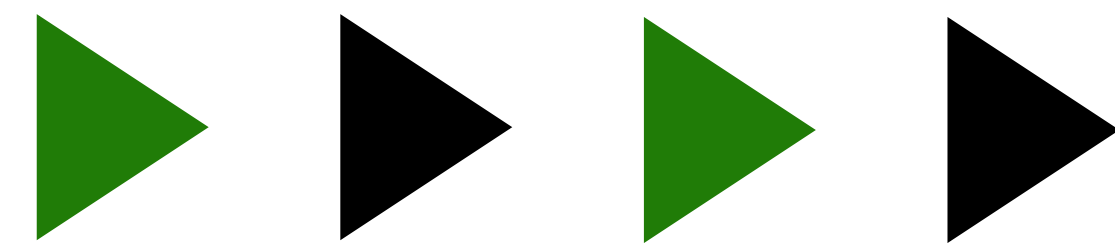


- 1. Two rooms merge.**
- 2. Nominate one scribe.**
- 3. Share Top 3 ideas from both rooms/teams.**
- 4. Place/create all 6 ideas onto the side of the template.**
- 5. Position the 6 ideas into the Idea Prioritization template.**

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## Tips of the Day

# 13

# Zoom Cheat Sheet

**If you're Recording it indicates here**

**Pop up messages in Breakout Rooms**

**Switch between 'Gallery View' or 'Speaker View'**

**View Participants**

**See who's joining**

**'Unmute' to speak. 'Mute' all other times for less 'noise' on call. (Long press Space Bar to briefly unmute)**

**'Stop Video' if you don't want to be seen (in your pyjamas)**

**The Host can invite more people**

**Open Participant window**

**Click to share your screen, slides, music**

**Click to open the Chat window**

**Record, Pause, Resume recording (Host)**

**During Breakouts this message lets you know your time is almost up. You will automatically be moved back into the Main Room.**

**'Raise' your hand. Other features.**

**Ask questions or say hello**

**Chat with 'Everyone' or specific people 'Privately'**

cc 2020 James Bishop, [www.koru.hk](http://www.koru.hk)

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