**Virtual
Meetings Template**

**Purpose**

This tool provides City government practitioners with template directions to share with community members joining virtual engagements on Zoom. To learn more, review the Digital Access guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

**Introduction**

Joining virtual engagements is a common challenge for digitally disconnected communities. Before your engagement, provide printed materials or videos with instructions for navigating online tasks. Also provide an email address and phone number for community members to ask questions and request support. Continue modeling tasks and providing instructions throughout your engagement.

**Instructions**

Include the directions below in your registration materials and communications leading up to your engagement. For example, consider including them in confirmation emails, reminder text messages, and follow up phone calls.

Before using these directions in your engagement, modify them to meet your needs.

**Template directions**

This virtual engagement will be held on Zoom. We recommend [downloading the Zoom application](https://zoom.us/download#client_4meeting) for easy access on your device. Downloading the Zoom application is helpful, but not necessary.

This virtual engagement will be held on [*day and date of your engagement*] at [*time of your engagement*]. A few minutes before we start, please join using one of the options below.

* **For audio and video access:** Join on your computer, smartphone, or tablet using **this link** [*copy and paste link from Zoom*]. You are not required to keep your camera on during the engagement.
* **For audio access only:**
	+ **Call-in:** Join on your phone using this call-in number and access code: [*copy and paste dial-in information from Zoom*]
	+ **One tap mobile:** Join on your phone using this one tap mobile number: [*copy and paste one tap mobile information from Zoom*]

When you enter the virtual engagement, you will automatically be muted. At the beginning of our time together, we’ll show you how to access helpful tools within Zoom. Those include the chat feature, closed captioning, and your audio and video controls. We’ll do this for people joining with audio and video access, as well as for people with audio access only.

For support accessing this virtual engagement, contact: [*include the email address and phone number of the designated point of contact for technical support in your engagement*]. Or visit [Zoom’s support site](https://support.zoom.us/hc/en-us).