



# HERE'S HOW:

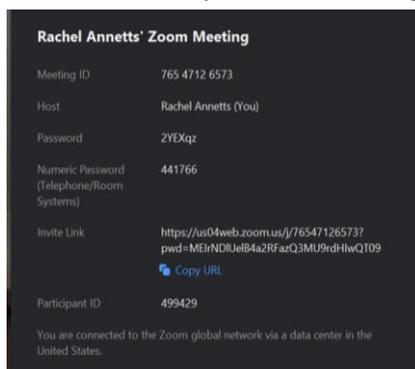
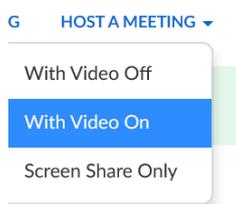
## To Host a successful Virtual Group Hearing Dogs Talk on Zoom!

Thank you for deciding to have a talk delivered by one of our Volunteer Virtual speakers. We hope that this talk will give you an insight into the essential work that the Charity Hearing Dogs for Deaf People do, by ensuring that deaf people can leave loneliness behind and reconnect with life.

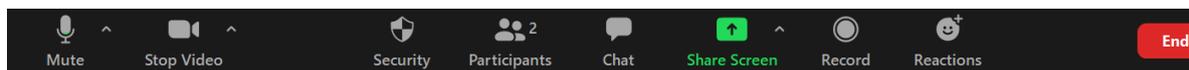
Below are some important steps to take for the Virtual Talk. Please do be aware that some of our Virtual speakers are deaf, and these steps will ensure that they are comfortable, and will make the talk run smoothly and be a success.

At the end of our talk sessions we would normally circulate a collection box. If you would like to donate to the charity via our virtual collection box, please click on the link, and thank you in advance: <https://www.hearingdogs.org.uk/pay-in-page/>

**Step One** – Please set up a meeting via Zoom to send to the virtual speaker at least one day prior to the talk taking place. Type into your search bar [www.zoom.us](http://www.zoom.us) and once on the page click onto the Host A Meeting button with Video which can be found in the top right hand corner (as shown below). You will then be given a meeting ID, Password and Invite link which you can send over to the virtual speaker and the group members. (As shown below).



**Step Two** – Once all the group members have logged into the Zoom meeting for the time the talk is due to start, the Host must then ask it's group members to mute their mics so that the Virtual Speaker is the only person who doesn't have their mic muted. As you will see on the task bar (demonstrated below) there is a chat section. Please ask group members to open this up and it will appear on their screen. During the talk if they have any issues then these can be typed, and The Host can then come off mute and deliver this back to the Virtual Speaker so that adjustments can be made.

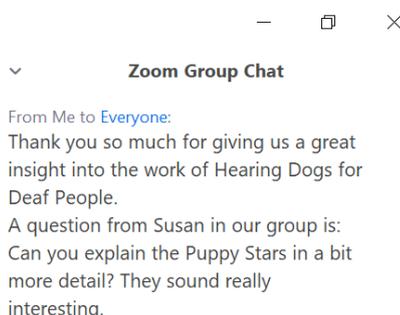


**Step Three** – To ensure that the group can just see the Speaker, the Zoom meeting needs to be changed from gallery view to speaker view. This option can be found at the top of the screen on the right-hand side. (The image below demonstrates this).



**Step Four** – Whilst the group are listening to the talk, they may have some questions. The group can use the chat section on Zoom to ask their questions which will be answered at the end of the talk. If the virtual speaker is comfortable the host for the group can communicate back the questions to the virtual speaker to answer for the group. However, if the virtual speaker is deaf, the questions will be read by the virtual speaker and answered. Please give the virtual speaker time to answer each question.

(Example of Zoom group chat below.)



Most importantly we want you to have a great time, and for you to learn more about the work of Hearing Dogs for Deaf People. We hope that you find our virtual talk interesting and inspiring, and that you will continue to follow and support the work of our charity. If you have any further questions, or would like to learn more about supporting the charity then please contact the fundraising team on:

**Email for fundraising:** [fundraising@hearingdogs.org.uk](mailto:fundraising@hearingdogs.org.uk)

**Website:** [www.hearingdogs.org.uk/support](http://www.hearingdogs.org.uk/support)



Many thanks for listening to our virtual Hearing Dogs for Deaf People talk.