



Virtual Event Recommendations

Registration Process: Prior to the virtual meeting, require all attendees to register in advance through a secure registration platform or event management system. Collect necessary information, such as name, email address, and organization affiliation.

Unique Meeting Link: Provide registered attendees with a unique meeting link or access code via email after they complete the registration process. This ensures that only authorized participants can join the meeting.

Waiting Room Enabled: Enable the waiting room feature in the virtual meeting platform. This allows the meeting host to control who enters the meeting by manually admitting attendees from the waiting room.

Verification of Registration: As attendees join the waiting room, cross-reference their names with the registered attendee list to verify their status. Only admit attendees who appear on the list.

Host Control: Designate a meeting host or co-host with the authority to admit attendees from the waiting room and manage the meeting.

Communicate Check-In Process: Clearly communicate to registered attendees the importance of checking in through the waiting room. Include instructions on how to join the meeting and what to expect during the check-in process.

Admittance Timing: Start the virtual meeting on time to maintain punctuality and efficiency. Admit attendees from the waiting room promptly to avoid delays.

Review Security Settings: Familiarize yourself with the virtual meeting platform's security settings, such as locking the meeting after all registered attendees are present, disabling screen sharing for participants, and muting attendees upon entry.

Monitor Attendance: Keep track of the attendees who have been admitted to the meeting to ensure that all registered participants are present and accounted for.

Handling Latecomers: For latecomers, use the waiting room feature to verify their registration before admitting them. If needed, remind attendees of the importance of punctuality.

Participant Identification: Encourage attendees to use their real names during the virtual meeting to facilitate identification and maintain a professional environment. Daughters are only to use their first name. E.g. Stella QLD or Molly HQ

Attendance List: Maintain an attendance list with the names and email addresses of all registered attendees for reference and follow-up purposes.

End Meeting Securely: After the meeting concludes, end the session for all participants and ensure that no unauthorized individuals remain in the meeting room.

By implementing these guidelines, you can ensure that only registered attendees are admitted to the virtual meeting, promoting a secure and organized gathering while protecting the privacy of participants and the integrity of the event.



Additional Virtual Online Events with Daughters Guidelines and Recommendations

Obtain Parental/Guardian Consent: Prior to the virtual meeting or activity, ensure that you have obtained consent from the parents or guardians of the minors participating. Provide them with details about the meeting, including the purpose, date, time, and platform being used.

Secure Virtual Platform: Choose a secure and age-appropriate virtual platform that offers necessary privacy and security features, such as password protection, waiting rooms, and limited access to authorized participants only.

Two Adult Rule: Always have at least two Certified Adult Volunteers present during the virtual meeting or activity to ensure adequate supervision and safety for the minors involved.

Moderator and Co-Hosts: Assign a designated moderator and co-host(s) to manage the virtual meeting. They should have the authority to mute/unmute participants, control screen sharing, and address any technical or behavioural issues that arise.

Virtual Meeting Etiquette: Establish clear rules of conduct for participants to follow during the virtual meeting. Emphasize the importance of respectful communication, appropriate language, and active engagement.

Video and Audio Usage: Encourage participants to use video and audio to promote a more engaging and interactive experience, but allow individuals to participate without video if they are uncomfortable.

No Private Communication: Encourage all communication to take place within the virtual meeting platform's chat or messaging features, visible to moderators. Private messaging between adults and minors should not be permitted.

Privacy and Recording: Prohibit the recording of virtual meetings without prior consent from all participants. Emphasize the importance of maintaining the privacy and confidentiality of all attendees.

Emergency Procedures: Establish clear emergency procedures and contact information to follow in case of technical issues, disruptions, or other emergencies during the virtual meeting for the Daughters.

End Meeting on Time: Adhere to the scheduled meeting time and end the session promptly to respect participants' commitments and schedules.

Follow-Up Communication: Communicate with parents or guardians after the virtual meeting to share any updates, highlights, or action items resulting from the activity.

Evaluation and Improvement: Seek feedback from participants and parents/guardians to continuously improve the virtual meeting experience and address any concerns.

By following these guidelines, hosts can create a safe, enjoyable, and productive virtual meeting environment for minors, promoting positive interactions and learning experiences while prioritizing their safety and well-being. – Job's Daughters International July 2023