



RAFT to Freedom hosting general information

Checklist before starting a meeting:

- This host script... obviously!
- Link to meeting documents – [extract.pdf](#) including self-reflections and journaling prompts (*including the chimes if needed*).
- Sharing the slides is optional - the slides can be downloaded from the links in the chapter on the [website](#).
- Choose a self-reflection question related to this week's topic and write it into the zoom chat.
- The Appropriate Response Meditation (*images are available by clicking the links below*)
- A timer of any description and a gong if you have one

[Chapters 01 - 05 and 66 ~ daily-intentions](#)

[Chapters 06 - 24 ~ self-compassion](#)

[Chapters 25 - 33 ~ self-love](#)

[Chapters 34 - 50 ~ self-appreciation](#)

[Chapters 51 -67 ~ self-balance](#)

Zoom link:

<https://us02web.zoom.us/j/453777699?pwd=eFFWQ2JOSXlVNGLzTGJUYWtHR1lxZz09>

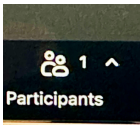
You can connect manually with Zoom meeting ID 453 777 7699 and passcode '5ps'

Claiming host status

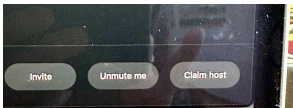
- Open the meeting link 15 minutes before the start time.
- You'll usually join as a participant.
- To access host controls (muting, screen share, etc.), you may need to claim host status.

To claim host

- Open the participants list (click *Participants* at the bottom of the Zoom window).



- If no host is assigned, click *Claim Host* and enter the host key (provided separately).



- If you can't see the *Claim Host*, check whether someone else is already the host. If so, politely ask them to make you a *Co-host*.
- Assign one or more co-hosts – In the Participants list, hover over a trusted participant's name → select *More* → *Make Co-host*.]

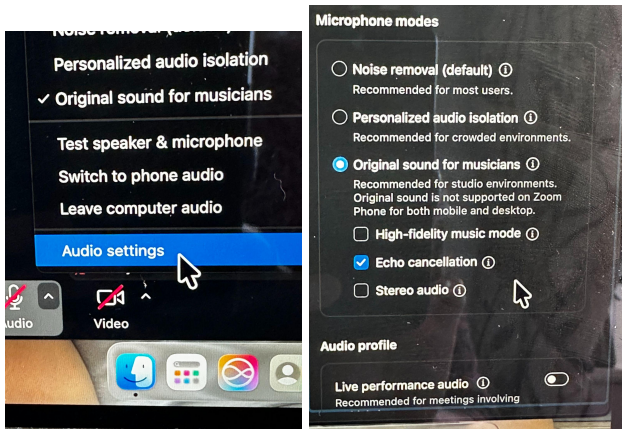
Using a gong or bell on Zoom

Zoom may treat the sound of a physical gong, singing bowl or bell as background noise and filter it out. To help participants hear it clearly, use the following settings.

Mac and Windows — turn on Original Sound for Musicians

Before the meeting:

- Open the **Zoom desktop app**.
- Click your **profile picture** and choose **Settings**.
- Select **Audio**.
- Under **Microphone modes**, select **Original sound for musicians**.



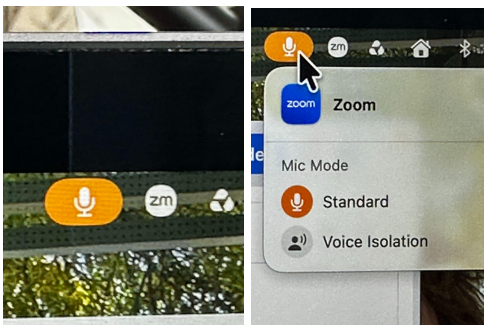
During the meeting:

Mac users only — check Mic Mode

Macs can apply their own microphone filtering as well as Zoom's. This may interfere with the sound of a gong or bell.

While the Zoom meeting is open:

- Open **Control Centre** from the menu bar at the top of the screen.
- Select **Mic Mode** or **Mic Modes**.
- If **Voice Isolation** is selected, change it to **Standard**.



Your settings should now be:

Mac

- Zoom: **Original sound for musicians**
- Mac Mic Mode: **Standard**

Windows

- Zoom: **Original sound for musicians**

- No additional Windows microphone setting is normally required.

It is worth testing the gong or bell briefly before hosting your first meeting with these settings.

Creating breakout rooms in Zoom

Use breakout rooms when there are 20 or more people taking part in the discussion, aiming for 2 break out rooms

Creating breakout rooms in Zoom

Use breakout rooms when there are **20 or more participants**.

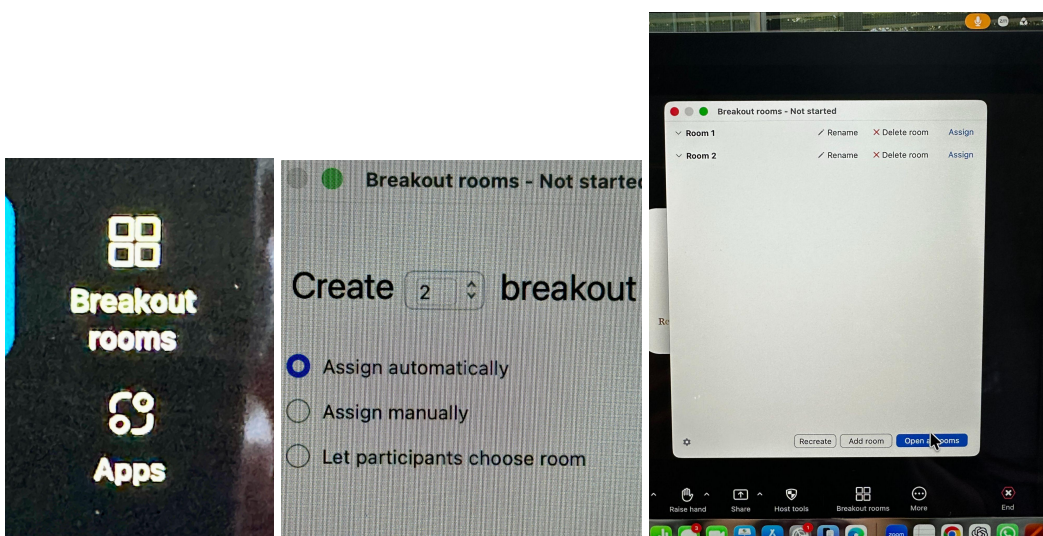
Create **two breakout rooms only**. The aim is to have the **host in one room and the co-host in the other**.

Before creating the rooms

- Make sure another participant has already been made **Co-host**:
Participants → More → Make Co-host

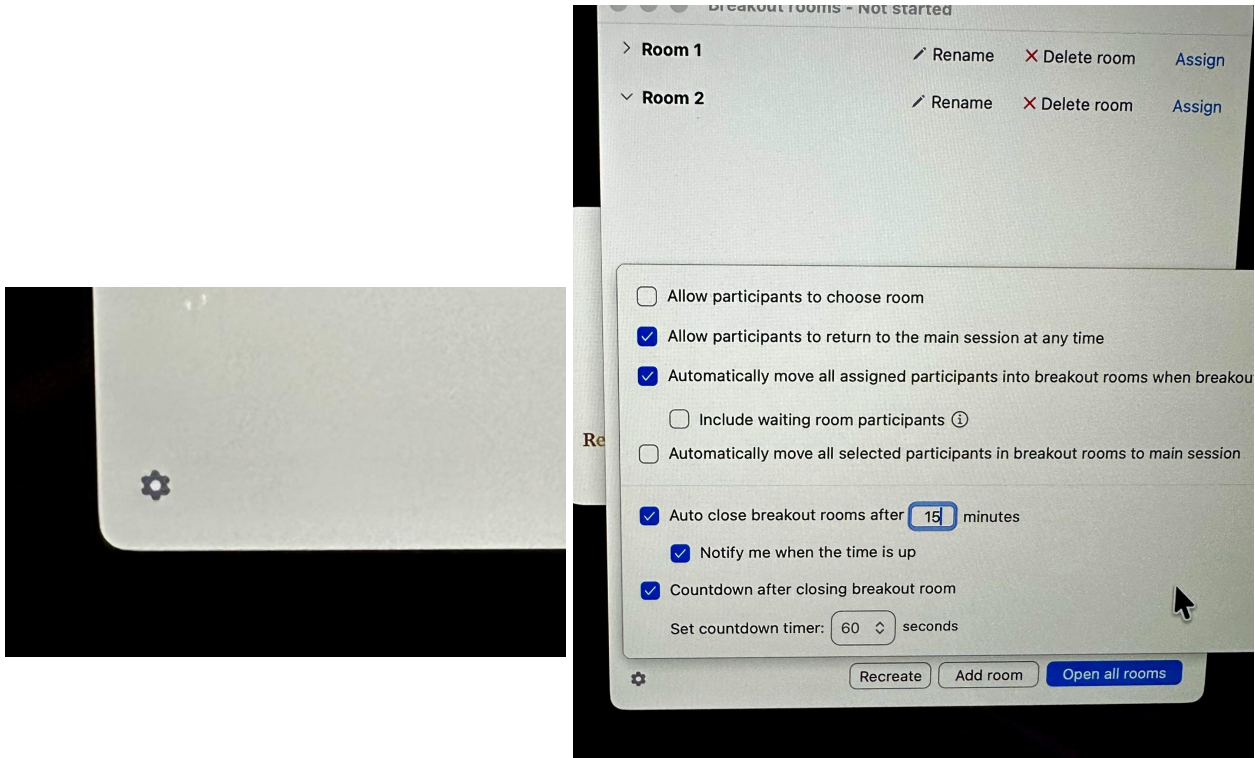
Set up the breakout rooms

1. Click **Breakout Rooms** in the Zoom toolbar. If you cannot see it, look under **More**.



2. Select **2 rooms**.

3. Choose **Assign automatically** so that Zoom distributes participants between the two rooms.
4. Click **Create**.
5. Click the small arrow beside **Room 1** and **Room 2** to see who has been assigned to each room.
6. Check which room the **co-host** has been assigned to. (You will join the other room.)
7. Click **Options** or the **gear icon**.



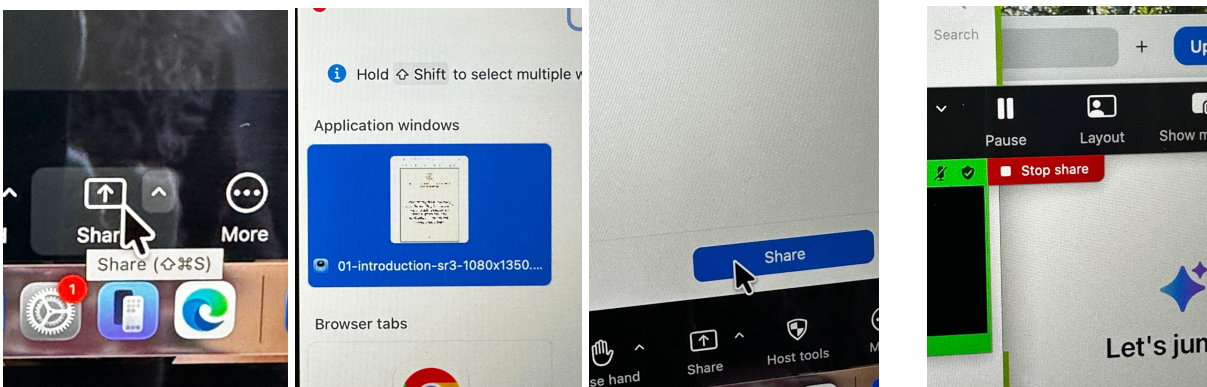
8. Set the following:
 - **Automatically move all assigned participants into breakout rooms**
 - **Auto close breakout rooms after: 15 minutes**
 - **Notify me when the time is up**
 - **Countdown after closing breakout room**
 - **Countdown timer: 60 seconds**
9. Leave **Automatically move all selected participants in breakout rooms to main session** unticked. This allows the 60-second countdown to be shown.
10. Click **Open All Rooms**.
11. The **host joins the room that does not contain the co-host**.

This means each breakout room will have either the host or co-host present.

After **15 minutes**, Zoom will begin closing the rooms. Participants will see a **60-second countdown**, giving them one minute to finish their discussion. At the end of the countdown, everyone will automatically return to the main meeting.

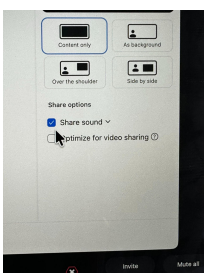
How to share your screen on Zoom

1. Ensure the items you wish to share are already open on your desktop
2. In the Zoom meeting, click the green **Share** or **Share Screen** button at the bottom of the Zoom window.



3. A window will open showing the screens and windows you can share.
4. Click the screen, document, PowerPoint, browser window, or other item you want people to see.
5. Click **Share**.
6. While you are sharing, Zoom will usually show a small toolbar at the top of the screen.
7. When you have finished, click the red **Stop Share** button.

If you want to share a video or something with sound: before clicking **Share**, tick **Share sound**.



If a participant is disruptive

If a participant is repeatedly disruptive, inappropriate, or is not following the meeting guidelines, the host or co-host should intervene calmly.

You might say:

“May I draw your attention to the [Code of Conduct for RAFT Meeting Participants](#) on the Downloads page of the RAFT to Freedom website. We ask everyone attending the meeting to follow these guidelines. If you continue in this manner, I will have to remove you from the meeting.”

If the disruption continues, the host or co-host may remove the participant.

To remove a participant from Zoom

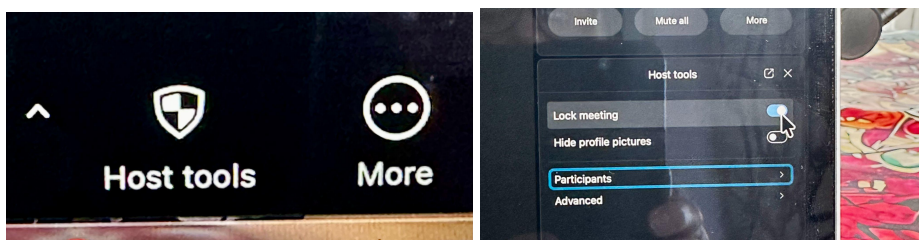
1. Click **Participants** in the Zoom toolbar.
2. Find the participant’s name in the Participants panel.
3. Hover over their name and click **More**.
4. Click **Remove**.
5. Confirm that you want to remove them.

A removed participant will normally be unable to rejoin unless the Zoom account has specifically been set to **Allow removed participants to rejoin**.

Then lock the meeting

Once the participant has been removed, it may be sensible to lock the meeting so that nobody else can join using the meeting link.

1. Click **Host tools** in the Zoom toolbar.
(On older versions of Zoom this may be labelled **Security**.)
2. Click **Lock meeting**.



Once the meeting is locked, no new participants will be able to join.

In a more serious situation: Zoom also has a **Suspend participant activities** option under **Host tools**. This immediately stops participants' audio, video and screen sharing and locks the meeting. This is intended for situations where disruption needs to be stopped immediately.

Starting the meeting

- Please read out the segments in [blue only](#). (Everything else is for the host's use.)
- Before the meeting begins
- Paste this week's *reflection question*, the link to this week's [extract pdf](#) and the link to this week's *chapter* into the chat. You may need to repost if latecomers arrive.

At 2 minutes past the hour

- Mute participants: *Participants* → *Mute All*.
- Begin the meeting script.

Ensure the following are in the chat

- The link to this week's [full chapter](#) on the website.
- The link to the [extract pdf](#).
- The self-reflection question. (copy and paste from extract)

Welcoming New Members

Warm Welcome:

Greet new attendees warmly.

Acknowledge them by name if they feel comfortable sharing it.

Kindly ask new members to turn on their camera and introduce themselves to ensure a safe and welcoming space for all.