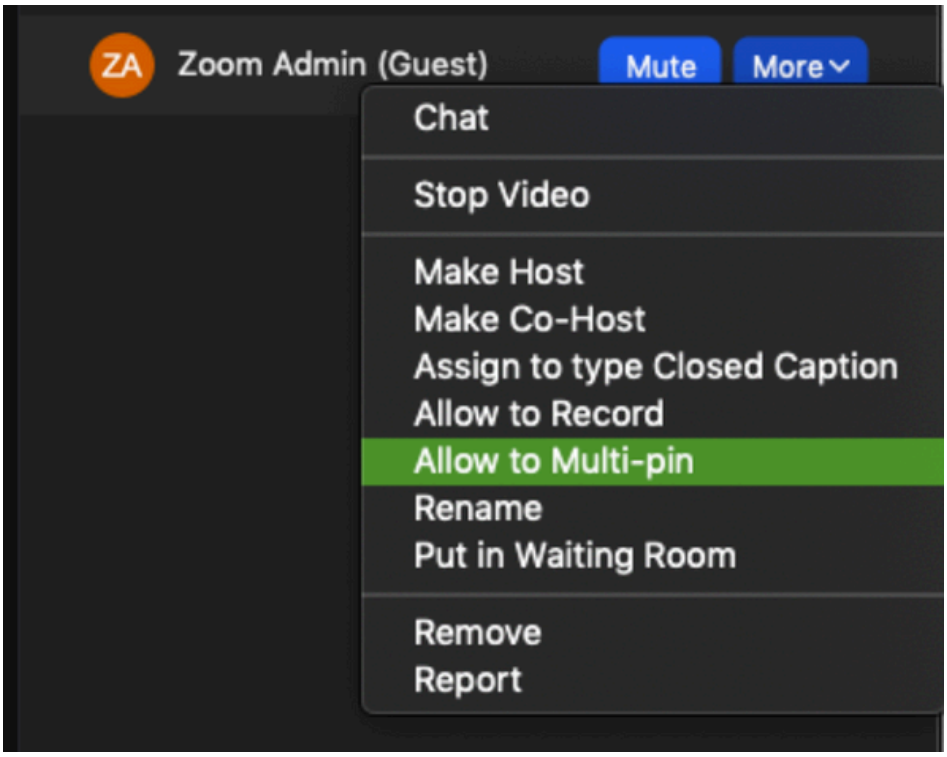
APPENDIX 'B' - ZOOM TECH CHECKLIST

For Moderator/Host

- Open Zoom room 30 mins before each session for buffer
- **Make all team members (i.e. moderator and zoom tech) co-hosts**
- Turn on auto-captioning or assign captioning agent to type (if applicable)
- Host or co-host allow ASL interpreters to multi-pin (if applicable):
  - In the meeting controls toolbar, click **Participants**.

Hover over the participant, click **More**, then **Allow to Multi-pin**.



For Moderator(s)

- Before the meeting, review the names of those registered to pronounce them correctly. Ask participant(s) at top of session if unclear.

- Zoom tech will stay on top of the chat and only read out the interesting comments by **raising their hand or verbally interrupting** when there is room for a pause. Moderators will focus on the video chat.

- Remind people to say their names before they speak. If they don't, remember to say "thank you X" after. That really helps with the transcription.

For Zoom Tech

- Before the meeting, copy the prepared questions for easy pasting in the chat box.

- Rename account to "Name (Pronouns optional) - Zoom Tech".

- Set in-meeting chat to "Participant can chat with Everyone" so that participants can only send private messages to the host and co-host(s).

- Take attendance on a separate document or via the registration spreadsheet.
  - Flag latecomers and/or relevant information that could warrant follow up (if applicable).

- **Important! Check that your room is recording**.

- During the discussion:
  - Paste the relevant questions into the chat box throughout the discussion (see "Tips for Zoom Chat" below).
  - Summarise or type out any follow-up questions from facilitators (optional).
  - If you notice the moderator has missed someone, find a moment to verbally interrupt and say, "I think [participant name] would like to speak."

- **Time check at around 50 minutes**, either by interrupting verbally when there's room for a pause, or messaging the moderator.

- Saving in-meeting chat before closing the breakout room (if applicable).
  - The in-meeting chat may be saved to your local recording location.
- After the meeting, upload via Google Form.
  - Audio recording
  - Video recording
  - Saved chat
  - Attendance list (if applicable)
  - Other notes (if applicable)

Tips for Zoom Chat

- Please note: As latecomers will not be able to access the chat history, you may need to repost relevant messages (e.g. repeating the discussion question).
- To type something with line breaks (see below templates), you can draft the message in a notes app or Word, then paste into the chatbox.
- Update: Zoom desktop/mobile 5.12.6+ now allows rich text formatting. 5.13.0 or higher includes all of the expanded meeting chat features.
- To share a clickable link in the in-meeting chat, make sure the URL begins with https://.

General Templates

Sample Text (Feel free to adapt/modify)	Timing
Hi everyone, Thank you for being early! We will open the room shortly.	If folks are in the waiting room and we're not ready yet. Can also say 'We will open the room in ___ minutes.'
Welcome again everyone! Feel free to turn your video on or off, and/or engage in the chat. If you would like to share questions or comments anonymously with the group, feel free to message me privately.	After the opening introduction, when folks are answering the first question. Could paste again if there are latecomers who won't be able to access the previous messages.
Thank you for your time and thoughtful input! If you have more questions or lingering thoughts, please feel free to contact us at: [email]	When wrapping up. When the moderator does a time check, could add "If you have to leave and have more questions…"

Expected Output

The Anti-Black Racism Policy Framework is expected to be completed Winter 2025 after focus groups over the Fall of 2024. Implementation will be ongoing from 2025 onwards.

Ground Rules/Do's and Don'ts

- **Comfort and Participation:** Your participation is voluntary, and you are not required to answer any questions that make you uncomfortable. If at any time you feel fatigued, please let us know—we can take a short break. We'll also check in periodically to see if a break is needed.
- **Respect for Opinions:** All opinions are valid—there are no right or wrong answers. Please respect the views of others, even if you disagree, and refrain from making personal comments. Disagreements or critiques should be expressed in a respectful and thoughtful manner.
- **Focus:** Please try to stay on topic. If needed, we may have to guide the conversation to ensure we cover all the material.
- **Confidentiality:** We are committed to protecting the confidentiality of our discussion. We ask that you help by not sharing details outside of the group.

Ground Rules/Do's and Don'ts

- **Comfort and Participation:** Your participation is voluntary, and you are not required to answer any questions that make you uncomfortable. If at any time you feel fatigued, please let us know—we can take a short break. We'll also check in periodically to see if a break is needed.

- Respect for Opinions: All opinions are valid—there are no right or wrong answers. Please respect the views of others, even if you disagree, and refrain from making personal comments. Disagreements or critiques should be expressed in a respectful and thoughtful manner.

- Focus: Please try to stay on topic. If needed, we may have to guide the conversation to ensure we cover all the material.

Confidentiality: We are committed to protecting the confidentiality of our discussion. We ask that you help by not sharing details outside of the group.

Data Standards and Confidentiality

We will adhere to the Data Standards for the Identification and Monitoring of Systemic Racism set by Ontario's Anti-Racism Directorate.

- **Data Use:** All data collected is for research purposes only and will be anonymized or aggregated.

- **Data Access:** Only the research team will have access to the data, which will be destroyed upon completion of the study.

- **Consent:** Your registration indicates express consent to data collection. You may withdraw your consent at any time by contacting [organization contact email] to cancel your registration.

Sample Questions to Consider

To help you prepare, here are some of the key questions we'll be discussing:

- Systemic Change: What needs to change in areas like Production, Broadcasting, Performance, Distribution, Casting, Festivals, School, or Funding to dismantle systemic Anti-Black racism? Try to talk about barriers that are specific to Black Canadians rather than systemic racism in general. For example, criticism of natural Black hair as unprofessional is specific to Black Canadians. Please talk about the area or areas you know best.
- Concrete Actions: Please suggest three things that you think would help to challenge Anti-Black racism within the Canadian cultural industries or one of the specific cultural industries. Please be as specific as possible.
- System Overhaul: Can you propose one way to change an element of the cultural industries that would contribute to eliminating Anti-Black racism?

We greatly appreciate your time and contributions to this important initiative. If you have any questions or need further information before the session, feel free to reach out.

Looking forward to our discussion!
Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]