

## **Prior to the Meeting:**

Zoom is recommended:

- Obtain a paid account for Zoom
- Assign someone to run the meeting (a producer) while you conduct the business of the meeting.

Use Breakout rooms for Precinct elections:

- 1) Overview of what breakout rooms are and how to [Enable Breakout Rooms in Zoom](#)
- 2) Create your Breakout Rooms before the meeting starts.
  - a) Open your Precinct/County/Combined Zoom meeting
  - b) Scroll down to Breakout Room pre-assign
  - c) Click the box to open
  - d) Click on Create Rooms
  - e) Add a room by clicking +
  - f) Create a room for each Precinct

## **During Convention:**

Turn off chat during the convention - [Click here for instructions](#)

Advise users to use the Raise Hand function to be recognized.

Allow users to self-select their breakout rooms