

From: **Stephanie English** narikebana@gmail.com
Subject: Zoom
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To: sae1581@gmail.com

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All NCAR Chapters Can Zoom!

This is another edition of the Ikebana International North & Central American Region (NCAR) email blasts entitled "Seedlings". Our goal is to provide worthy information and tools that can be used to help your chapter thrive and grow!

Paid Zoom Account

Through the generous support of the Iwaya Fund*, all chapters in the Ikebana International North & Central American Region (NCAR) have access to a paid Zoom account, a step-up from the standard free Zoom account that is limited to 40 minutes. So far, we have received excellent feedback and can report that many chapters have already used this account for board meetings and even a monthly program.

How to Get Started Using Your Zoom account

- Check out our Chapter Resources page or the dedicated [Zoom page](#) on our Ikebanancar.org website.
 - [This Zoom document](#) outlines the courtesies and policies of using the account to maximize its use for all chapters within NCAR Ikebana International.
 - As an additional convenience, we have drafted instructions for you to share with your board and chapter members as needed on "[How to join a Zoom meeting](#)". These instructions are in a Word document that you can revise for your specific needs.
 - For maximum security the following defaults have been set:
 - Random Meeting ID
 - Required Password
 - Mandatory use of a Waiting Room
 - Screen Sharing only by Host
 - Recommendation to "lock" the room no more than 10 minutes after the meeting start time
- To access the login information and the password for this account, please email or call the Regional Advocate for your chapter. **Please keep this information in a safe place where you keep other passwords for your chapter.**
- As a reminder, 68 chapters are using this account and we ask that you be mindful other chapters when scheduling your meetings.

We are excited to make this available to your chapter for meetings, programs and exhibitions as you learn how to use the technology. We encourage you now and the future to use it for:

- Board meetings
- Committee meeting
- Chapter meetings, especially for smaller chapters
- Programs that are conducive to video conferencing or for smaller audiences
- Events during bad weather (summer or winter)
- The sessions are video recorded and can be used at a later date too!

New to Zoom?

Your Regional Advocate has conducted several Zoom "test training sessions" and is able to do the same for any chapter. If you need help scheduling, joining, conducting or participating in a Zoom meeting, just contact your Regional Advocate.

Or try it for yourself by downloading the app at "[Zoom.us](https://zoom.us)". Take a look at the instructions and plan a "test" meeting with a few of your board members. The more you use Zoom the more you will get to know it is a great tool. The Zoom website has many excellent training and usage videos!

If you are not the board member that will be handling Zoom meetings, please forward this email to the person(s) who might be interested in using Zoom for your chapter.

HAPPY ZOOMING!

Your Regional Advocates

[Magdalena Tamura –Reid](#) – At Large, Northwest & Midwest

[Elizabeth Biddle](#) – East

[Patricia O'Reilly](#) – West

[Susan Cano](#) – South

[Stephanie English](#) - Florida

*The [Iwaya fund](#), is a 501(c)(3)charitable foundation devoted exclusively to support any Ikebana related activity from chapters to Ikebana schools.

P.S. If you happen to lose this email, fear not it will be on the [website](#) and so are all the Zoom instructions.



NCAR II



Website

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