



Tips for Using Zoom for Your Better Breathers Club Meetings

As a Better Breathers Club facilitator, you know the importance to your Club members of the education, social and emotional support that is shared at Club meetings. Sometimes, including now during the COVID-19 pandemic, it is just not possible to meet face to face, but you don't have to lose that valuable interaction time. Fortunately, there are now a variety of no-cost and low-cost options for keeping your Better Breathers Club together with virtual meetings, including Zoom, Skype and Google hangouts.

The Lung Association does not endorse any particular meeting platform, but we have found Zoom easy to use and increasingly familiar to people of all ages. If you are interested in giving Zoom a try to host a virtual Better breathers Club meeting, here are a few pointers to start:

- Does your employer have a Zoom account already set up that you can use? If not, you can download a free public version, at least for your first meeting to see if your members will use it. Be aware that this version only allows for a 40-minute call.
- Give your Club members time to get oriented to the platform -- you should expect some of technical difficulties as people get used to it. We have posted a brief video tutorial and some step-by-step help documents to the [BBC Facilitator Resource Center](#) that you can share.
- If possible, you might schedule one-on-one Zoom calls with each of your members individually to practice. Or let everyone know that the first meeting will just be a dry run and a check in, without planning a presentation. Reassure your members that it will get easier and more fun as you all get more experience.
- You may not be comfortable inviting an outside speaker to your virtual meeting until you know things are running smoothly. You can ask your Lung Association contact to do a presentation at that first meeting if you would like back-up.
- On the day of your virtual meeting, send the invite again to members so they will not need to dig through their emails to find the log in information.
- Make a plan to share the slide deck and resources ahead of the virtual meeting in case not everyone can see the screen. Ask the presenter to reference each slide number and topic as they are being discussed throughout the presentation.
- Consider asking a tech-savvy Club member to be in charge of scheduling and coordinating Zoom meetings to allow you to focus mostly on facilitating the group.
- Once you are all feeling comfortable with having a "normal" Club meeting, you should be able to structure the call the way you usually do. We suggest having an agenda that includes some time for networking, an educational presentation and some Q&A time.

Let us know how it's going! Please help the American Lung Association better support you and your Club members by emailing your questions and comments about conducting virtual Club meeting to BetterBreathersClub@Lung.org