GOREY COMMUNITY
S C H O O L

GCS Protocol for outside organisations giving online presentations

Gorey Community School has a strict policy for all outside organisations/schools/colleges/universities giving online presentations to our students.

Principal must be notified of any outside organisations intending to give an online presentation in GCS.

No external accounts to be given access to any MS Teams meetings within GCS without approval from management.

The organising teacher must be present during the webinar/presentation and where possible given presenter status.

If any incident occurs during the presentation the meeting should be ended immediately (see instructions below) and Principal notified, subsequently an Incident report form must to be completed.

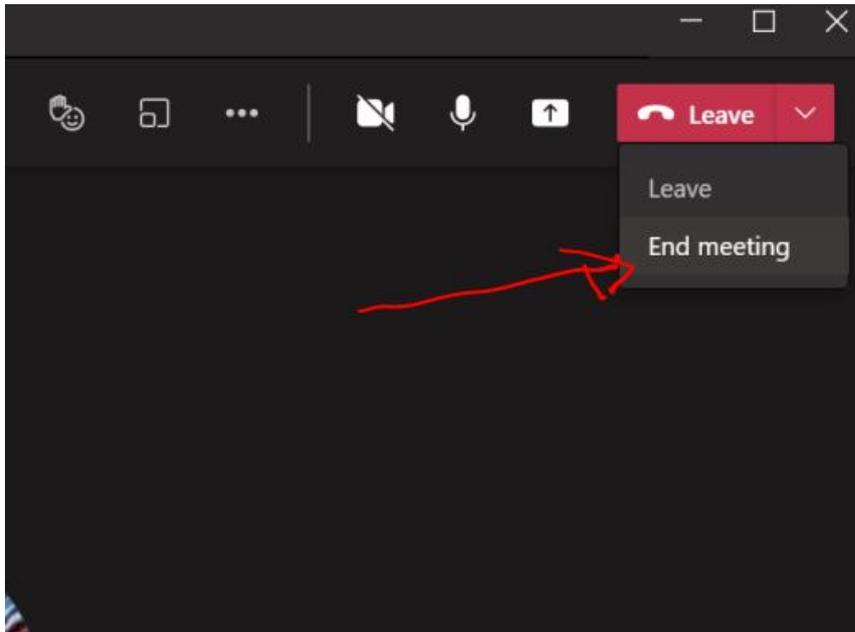**Ending a Zoom meeting**
Click 'End' on the bottom right
Click 'End meeting for all'
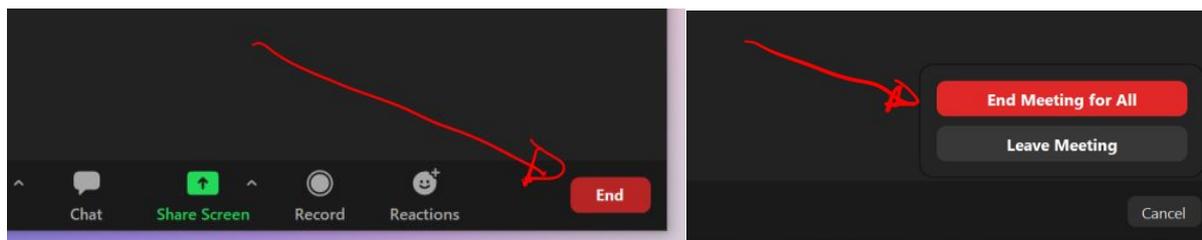
Ending a MS Teams meeting

Click 'Leave' on the top right

Click 'End Meeting'

All outside organisations must adhere to the following setup for Zoom and/or MS Teams presentations/meetings.

ZOOM PRO'

If your organisation has a pro' zoom account then set to Webinar instead of meeting.

ZOOM PRESENTATIONS

Meeting setup

When organising a **ZOOM** presentation please adhere to the following during setup, see image below.

After meeting is setup

1. Forward a screen capture with the setting as above to paulmccloskey@goreycs.ie and CC to wdunne@goreycs.ie

2. Forward any presentations (PowerPoint etc) to the organising teacher for approval.

Once meeting is started by you

3. Click (a) 'security' and (b) disable by unticking **all items** under 'Allow participants to' and (c) tick 'Hide Profile Pictures' (see image below)
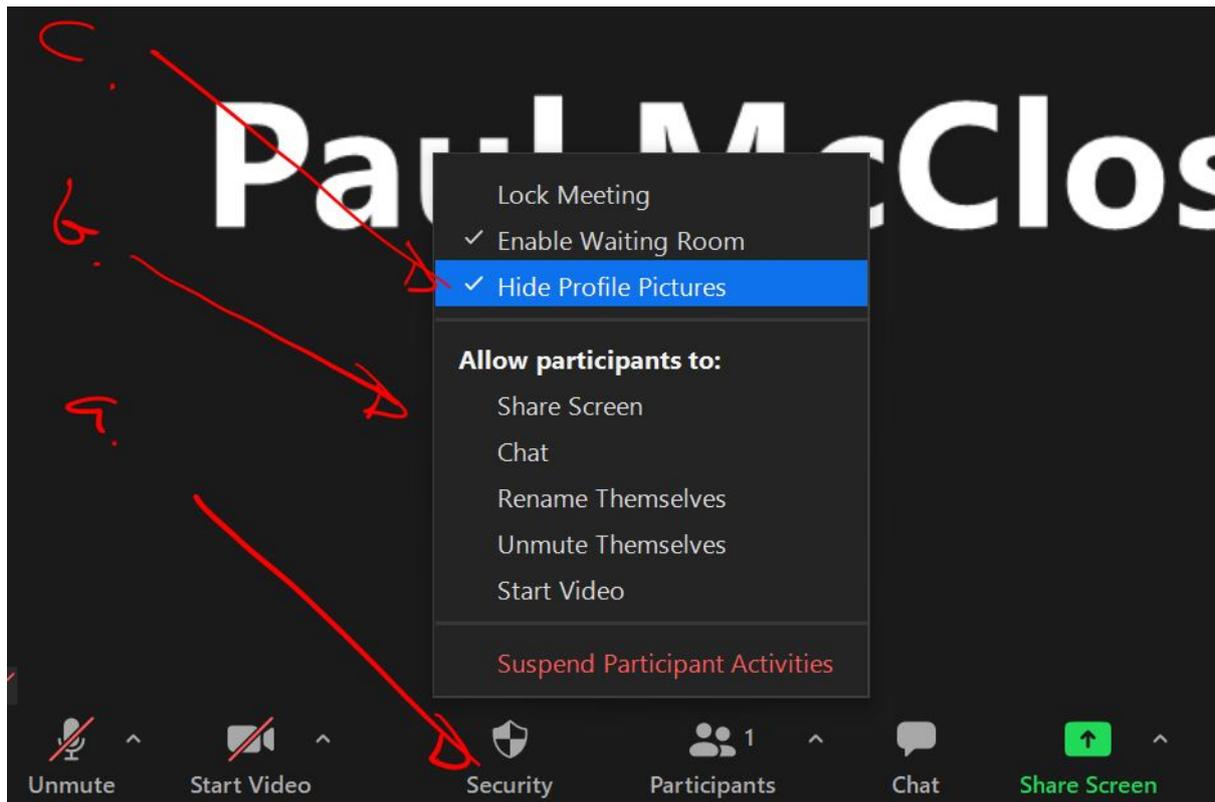
4. Include a contact email for questions and answers after the presentation is over.

After meeting

5. Please forward the recording to the organising teacher to share to interested parties who cannot attend.
6. Forward an attendance list to the organising teacher.

MS TEAMS PRESENTATIONS

During setup

When organising an **MS TEAMS** presentation please adhere to the following during setup, under 'Meeting Options' see image below.

Presentation from College/Univercity

🗓 3 March 2021, 12:30 - 13:00

👤 Paul McCloskey

Meeting options

Who can bypass the lobby?	Only me ⌄
Always let callers bypass the lobby	No ⬤
Announce when callers join or leave	Yes ⬤
Who can present?	Only me ⌄
Allow attendees to unmute	No ⬤
Allow meeting chat	Disabled ⌄
Allow reactions	No ⬤

Save

**Once the MS Teams meeting is setup**

1. Forward a screen capture with the setting as above to paulmccloskey@goreycs.ie and CC to wdunne@goreycs.ie
2. Forward any presentations (PowerPoint etc) to the organising teacher for approval.

During meeting

3. Include a contact email for questions and answers after the presentation is over.
4. Please record the meeting
5. Please disable incoming video (see image below)
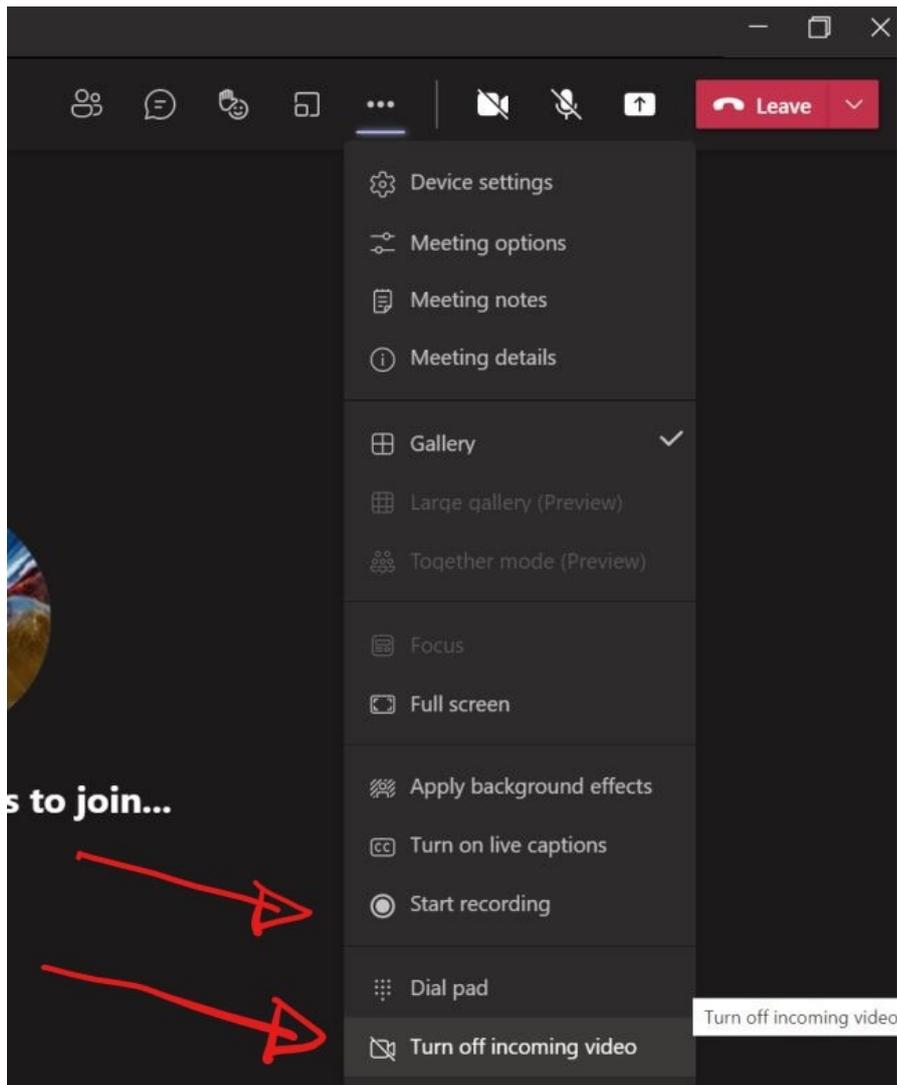
After meeting

6. Forward the recording to the organising teacher to share to interested parties who cannot attend.
7. Forward an attendance list to the organising teacher.

Kind regards

GCS - ICT Coordinator & Web admin'
paulmccloskey@goreycs.ie

www.goreycs.ie