



TIPS FOR FACILITATING MEDITATION MEETINGS ON ZOOM

These are suggestions to support you to facilitate your Meditation Group on Zoom. They are not hard and fast rules, but possibilities you can adjust to your own circumstances and intuition.

- Set up the space around you so that it will show up on camera to be clean, orderly, and conscious. Consider including a picture of Sat Shree, a lighted candle, or flowers.
- Just as in a physical meeting, 30 minutes before the meeting, give yourself time to sense into the energy of the on-line space, come to Presence, and energetically establish the intention for the meeting. Sit quietly as you connect with your heart and inner being. Simply breathe and feel what is going on in your body. Connecting to Sat Shree and the Sat force will create the space to allow whatever needs to arise to do so.
- Open the Zoom room 15 minutes or so before starting. Some facilitators use this time for light check in before the actual meditation begins. It also allows people to gather and sit in silence prior to the start, similar to what happens when people arrive early to a physical gathering.
- Once people have arrived, check to be sure everyone can be heard, that they can hear you and also that the volume on the timer is audible!
- Be directly in front of the camera as much as you can. Eye level is best if you can manage it. Looking at the lens as much as you can helps participants to connect with you and makes the experience feel more personal to them.

Here is a simple outline of the key components of a meditation meeting with Zoom tips in italics. Please adapt it to the needs of the particular group you are facilitating (i.e., if it's a first-time meeting or an experienced group meeting). Refer to the meditation guide for more details.

Welcome/Intros/Connection with participants - *Either unmute everyone or invite them to unmute themselves as they share.*

Words about the purpose/why/or reading a quote or short passage - *At this point participants will not be speaking so you may want to mute everyone (or ask them to do it) to reduce noise.*

Video clip or reading from a transcript - *Use the "share screen" function if you are sharing a video clip. Remember to click the "share sound" box at the bottom of share screen so everyone can hear.*

Share suggestions about meditation - *Invite participants to unmute as they ask questions or make comments.*

Meditate - *After guiding people to go into the silence for as many minutes as you have planned, mute yourself for the duration of the meditation unmuting yourself at the end so people can hear the ending bell. This will reduce noise from your microphone.*