



HOW TO HOST A POWER MERI VIRTUAL SCREENING

We are delighted that you are hosting a screening of Power Meri! Here are a few tips to help make your virtual screening a success.

Step 1: Choose what platform you want to use to host your screening and pre/post-screening discussion. One popular platform is Zoom - you may also have another platform you are comfortable with. We recommend the free version of Zoom for most events.

Screenings under 100 participants: Make a Zoom Meeting event - Zoom offers a free facility for up to 100 participants in your meeting. You will need to send a meeting invitation link to your invitation list.

Public and/or over 100 participants: If you are planning a public virtual event and/or expect more than 100 people attending, you might consider signing up for a Zoom paid plan which caters for more attendees and has other features.

Step 2: Decide if you need a ticketing system

Do you want people to sign up via a ticketing system or are you going to just run a simple RSVP email list? If you want to have a ticketing system, we recommend [Eventbrite](#). It's a free online ticketing system. Follow this [link](#) to see how to set up your event ticket page.

Step 3: Create your marketing and publicity plan

- Set up a Facebook event page
- Tag @PowerMeriFilm on all platforms. We will share and help spread the word too
- Distribute marketing materials – if this is a public screening send an email and start publicising on social media

Sample Facebook Post

“Our friends at Griffith University Gold Coast show us how to #stayhome the right way. They hosted our first ever virtual screening of Power Meri! Join in on the fun, gather your friends, house-mates, pets, plants and popcorn for the perfect night in. Power Meri is now available for streaming on Vimeo on Demand! Watch it here: <https://vimeo.com/ondemand/powermeri>”

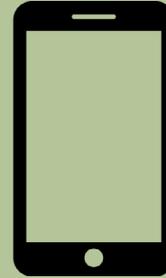
Step 4. Get your technology set up!

All virtual screenings are hosted via Vimeo. Once your screening is confirmed, we will send you a personalised link to the film to share with your audience. If hosting a Q&A or discussion after the screening we recommend using Zoom.US. Click below to install.

INSTALL ZOOM ON A COMPUTER



INSTALL ZOOM ON A PHONE



How to host a Zoom.US meeting or Q&A

It can be difficult hosting a virtual meeting with a large audience. The tips below should make this process easier. If you have any issues please feel free to contact us on info@mediastockade.com

1. Meeting host

Ask a colleague to act as the meeting co-host. Note: this can only be done once the meeting has started. With your co-host, [plan for how the meeting and participants should be managed](#). For example:

- Make sure all participants are muted when they join the meeting
- Monitor the in-meeting chat window
- Read chat questions to the presenter, or respond directly
- Let presenter know if participants have any issues with sound or other meeting logistics
- Unmute participants if necessary

2. Control the audio

The single most important button you need to know how to find quickly in Zoom is “**Mute All.**”

Click on the Participants button at the center of the row of buttons that appears on the bottom of a Zoom screen for a list of all the participants. You will see video camera and microphone icons next to all the names, and you can mute people or turn their cameras off individually. Mute All is a button at the bottom of the Participants dialog box.

If you have any further questions on how to host your virtual screening of Power Meri, let us know! info@mediastockade.com

