



How to Host an Interactive Zoom Meeting

Interactive Activities

Why would you add an Interactive Activity?

- Encourages attendees to stay until the end.
- Encourages participation and helps relax the audience.
- It is fun!
- Networking opportunity.
- Opportunity to promote a sponsor.
- Quick test to see if attendees were listening.

Types of Interactive Activities

- Breakout Rooms
- Challenge (Problem/Solving), Competition, or Contest:
 - Create a contest, competition, or challenge your members. (e.g. who brings the most guests to an event, create something for members to look for or find.) Try and tie it to your event/educational topic.
- Demonstrations:
 - Could be postal or nonpostal. (e.g., making something, cooking something, teaching them how to create something)
- Entertainment:
 - Special guest that would sing, play an instrument, magician, etc.
- Icebreaker Questions
- Polling
- Scavenger Hunt:
 - Set-up ahead of time. Create a list. Ask members to find items and take pictures and submit before your meeting/event. Must be tangible, something you can hold up or stand next to, otherwise, they could download something off the internet and take a picture. If after hours, you could do it live and have them search for items within their home.
- Show and Tell:
 - Inform attendees ahead of time so they can be prepared, ask them to share something – tie it to your event if possible (theme).
- Spin the Wheel:
 - Can be used for raffles and drawings.
- Tour:
 - Member gives a live virtual tour of their business/facility.
- Virtual Bingo:
 - Create bingo game – use standard numbers or customize the card to match your event.
- Trivia/Event Quiz:
 - Develop fun questions with answers that pertain to your event, a holiday, USPS, PCC, etc.

Gift Ideas

- Free ticket to a future PCC event
- Gift Cards (electronic or mailed on your G-10 permit)
- Sponsors are a great source for these gifts
- USPS Branded Merchandise

Icebreaker

An icebreaker is an activity, game, or event that is used to welcome and warm up the conversation among participants in a meeting, training class, team building session, or other event. Listed are a few examples.

1. 10 Things in Common

Split everyone into pairs and hand each pair a piece of paper. Each pair is responsible for finding 10 things they have in common with one another. Remember to tell everyone easy cop-outs aren't allowed, like "we both have hands". Once they find 10 things they have in common, they share their discoveries with the group. The point of this icebreaker is to help direct conversations and to find some similarities between you and your partner. You can repeat this a few times to have people chat with someone new.

2. Baby Photos

This activity requires a bit of preparation. Beforehand, send out a request for baby photos from everyone. The choice is up to them. They can bring in a physical photo or simply snap a picture of their baby photo and email it in. Once you've compiled the photos place them all up on a board, numbering each one. Thereafter the game is simple. Guess which photo belongs to which employee by writing a name beside the corresponding number. The person who gets the most correct guesses takes home the grand prize.

3. First/Worst Job

First/worst job is a remix of the baby photo icebreaker. Beforehand, have everyone write down their first or worst job. The person leading then reads out each job and the group tries to figure out who is who. Alternatively, this can be simplified even further by simply going around in a circle and sharing what your first or worst job experience was.

4. Two Truths, One Lie

Two truths, one lie is one of our personal favorites in small group settings. Standing in a circle, each person lists off two truths about themselves and one lie. The truths and lies can be anything or be restricted to a theme, the choice is yours. One after another, the group will decide what the two truths are, and which one is a lie. It's great fun, especially if participants include something funny that has happened to them in the past.

5. Turning Over a New Leaf

Another personal favorite icebreaker of ours involves a little teamwork and physicality. You'll need a few blankets or sheets or something similar in size and flexibility. Number people off into groups of four or five. Lay the blankets flat and have each team stand on top of their blanket like it's a tiny island. The goal of this exercise is to figure out how to flip the blanket over without letting anyone on the team touch the floor (pretend the floor is lava). If one person falls off the island, the whole team must restart. The first team to flip their blanket over wins. It's a great problem-solving exercise that typically involves a lot of laughter and rolling around on the floor.

6. This is Better Than That

This team building icebreaker is a fun spin on the classic deserted island scenario. To prepare, grab about eight random items from around the office. It can be anything from a stapler to a chair. Try your best to pick as many interesting or odd items as you can for more absurd results. Lay out the items and number people off into groups. The goal for this icebreaker is for groups to select the item they'd bring with them to a deserted island to help them survive. After teams deliberate, regroup and allow each team to present which item they chose and why.

Related Reading: [Remote Team-building Series: Virtual Team-building Activities](#)

Icebreaker continued

7. Fun and Funny Questions

Fun and funny questions are easy to pull off with minimal preparation. With the help of the internet, you'll put together a list of fun and thought-provoking questions for groups to discuss and present. The preselected questions are meant to facilitate discussion and debate. A few example questions are:

- If you were a vegetable, what vegetable would you be?
- If you woke up tomorrow as an animal, what animal would you choose to be and why?
- If you could live anywhere on this planet and take everything that you love with you, where would you choose to live?
- Are you a sunrise, daylight, twilight, or night? Please share why you picked your time of day.
- If you could choose to stay one age forever, what age would you choose and why?
- If you could be in the movie of your choice, what movie would you choose and what character would you play?
- If you could meet any historical figure, who would you choose and why?
- If you were a candy bar, which candy bar would you be and why?
- If you were to change your name, what name would you adopt going forward? Why?
- Where are you joining us from?
- If you could be anywhere in the world right now, where would you be?

The internet (especially Reddit) is full of fun and brain-twisting questions for you to discover. The hardest part is choosing which questions you want to include.

8. Fun Facts

Ask everyone in the group to enter in chat their names and where they are from. Encourage everyone to give a general introduction, as well as three interesting facts about themselves they would like the group to know.

9. Truths and a Lie

For a bit of a twist to the icebreaker above, instead of having people share three interesting facts about themselves, instruct them to share three true facts and one that is made up. Then, when they introduce themselves, the rest of the group can vote on which of the four tidbits the person shares is the untruth. This is a lot of fun in person, but it's also a good virtual icebreaker that can be conducted via a collaboration tool or email.

10. Zoom Background Challenge

Share some laughs with your teammates on Zoom. Before your next all-hands or town hall meeting, set a theme and ask your colleagues to pick a virtual background image that, for them, represents them best. Get creative, there are infinite possibilities: Favorite movie scenes, 80's disco, memes, dream vacation places, you name it. Seeing each other's backgrounds will break the ice and give you something to talk about during the first minutes of the call. But Zoom virtual backgrounds do more than just entertain.

They're also great for hiding a messy kitchen behind you, or a trespassing family member!

Tip: You can also let your colleagues vote for the best background through a poll.

11. Home Treasure Hunt

Get your colleagues out of their chairs for a bit – they'll appreciate a little physical activity.

Give them a little task such as: "You have 25 seconds to fetch something yellow," or "Get the weirdest thing in your apartment, then bring it back to show us".

This activity is fun and can reveal some fun facts about your colleagues!

- Take a picture of a view from your window
- Find something smaller than your fingernail
- Bring the softest thing you own
- Change your Zoom background to your favorite movie set
- Bring an item that's older than you are

Icebreaker continued

12. Doodle Away Pictionary

Here's how to set up Whiteboard in Zoom:

1. Click 'Share Screen', choose 'Whiteboard' and click 'Share'
2. Tell each participant to click Annotate in the upper panel
3. Pick any type of annotation tools you like – drawing, shapes, texts, you name it!

13. Virtual Body Language

Having microphones muted during a video call is a good practice to avoid any disturbing background noises, but it often hinders spontaneous communication between people. Create a signal or multiple signal that will help people express themselves. For example, instead of clapping when celebrating something, shake hands in the air. Raise a hand into the camera when asking for a time to speak. To express love or happiness, do a little heart symbol by putting both hands together or a simple thumbs-up.

14. Play Around with Emoji Reactions

Sometimes, it's hard to get a sense of how your team members are feeling – especially during larger meetings. Encourage your teammates to use emoji reactions during your Zoom calls. For example, at the start of your meeting, ask your colleagues to click the emoji that best describes their current mood.

15. Give Kudos to Your Heroes

This is not only an icebreaker but a morale booster as well. And we all need that now and then, especially when working in isolation. Give kudos to the heroes on your team. Kick-off your meeting with a word cloud poll such as: "Who was your silent hero this month?" Acknowledging people for the effort they're doing is a wonderful way to start a meeting.

16. Sell It

This icebreaker works well for groups of all sizes. Just be sure to break employees off into small groups if you have more than 5 or 6 employees for the sake of time. *Sell it* is a great virtual icebreaker because it requires little preparation. At the start of your meeting, ask each employee to grab any item on their desk, but don't explain why. If they ask, let them know they will find out soon. Once each employee has an item in their hand, explain that they are now going to try to sell it to the other members. They can set the price and have one minute to deliver a sales pitch and one minute to answer questions. After all pitches are made, employees will be allowed to use the poll to select one item they would "buy." The person who gets the most employees to purchase their product wins.

17. Air Guitar Competition

Not all of us have the amazing guitar talent some were blessed with, but we all love to pretend. Hosting a virtual air guitar competition (live or recorded) evens the playing field. You can let employees vote on the best performances or just keep it for fun.

Zoom Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/206476313> (from Zoom support)

Overview

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host or co-host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host or co-host can switch between sessions at any time.

Note:

- Make sure to enable breakout rooms in your settings before following this article.
- You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.
- Breakout room participants will have the same audio, video, and screen share capabilities as allowed in the main session.
- Take note of the limitations of breakout rooms.

Limitations

By default, only the host or co-host can assign participants to breakout rooms. They can choose to allow participants to choose their own room, but this must be done in the meeting when launching the breakout rooms.


If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

You can create up to 50 breakout rooms. The maximum number of participants in a single breakout room depends on the meeting capacity, number of breakout rooms created, and if participants are assigned during the meeting or before the meeting.

These numbers only apply to breakout rooms created during a meeting. Up to 200 participants can be pre-assigned to breakout rooms.

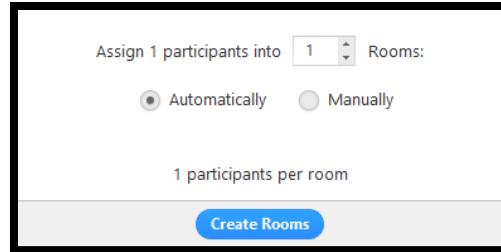
Creating breakout rooms

Note: You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.

3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
 - **Let participants choose room:** Participants can select and enter rooms on their own.

Zoom Breakout Rooms continued

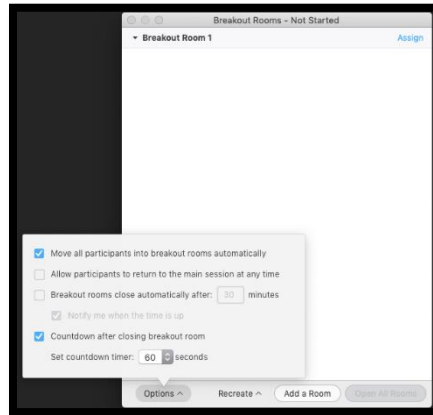
4. Click **Create Breakout Rooms**.



5. Your rooms will be created but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

1. After creating the breakout rooms, click **Options** (on Windows) or the gear icon (on macOS) to view additional breakout rooms options.



2. Check any options that you would like to use for your breakout rooms.
 - **Allow participants to choose room:** Participants can select and enter rooms on their own once rooms are launched.
 - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host or co-host to end the breakout rooms.
 - **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
 - **Auto close breakout rooms after () minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
 - **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
 - **Set Countdown timer:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

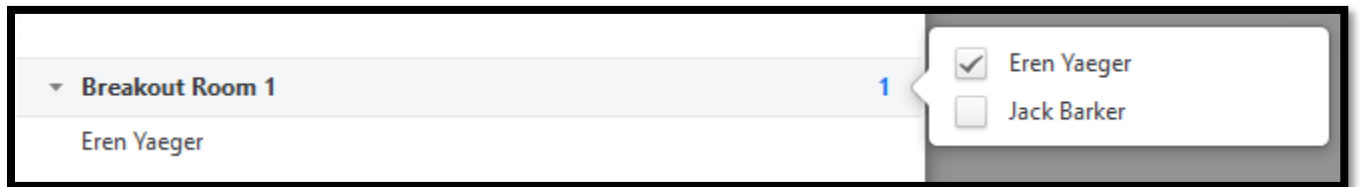
Zoom Breakout Rooms continued

Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select the participants you want to assign to that room. Repeat this for each room.

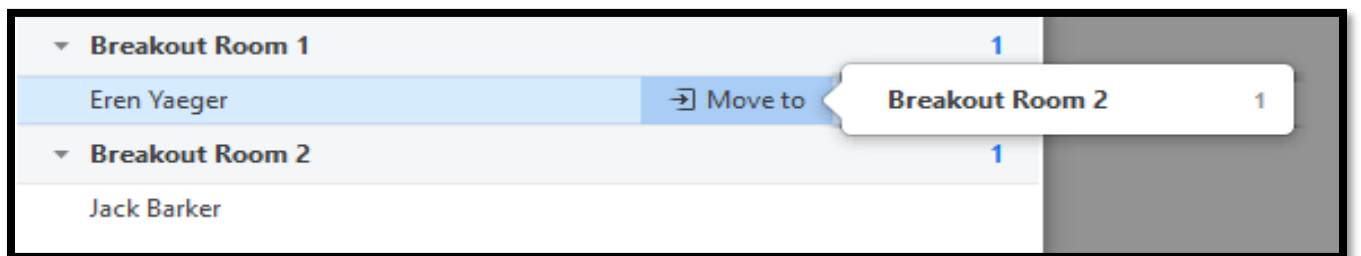


Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.

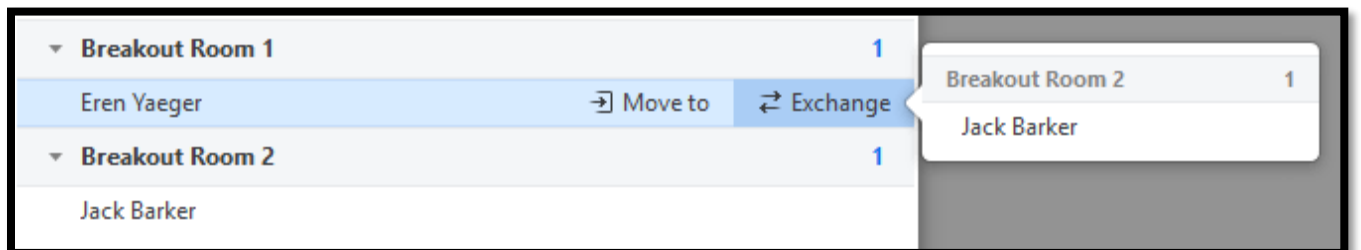


Preparing breakout rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started. **Move to** (participant): Select a room to move the participant to.



Exchange (participant): Select a participant in another room to swap the selected participant with.



Delete Room: Delete the selected room.

Recreate all Rooms: Deletes existing breakout rooms and allows the host/co-host to create new ones.

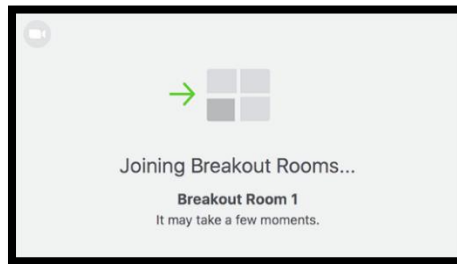
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Zoom Breakout Rooms continued

Recover to pre-assigned rooms: Recreate the breakout rooms with the pre-assigned arrangement. This is only available if using the pre-assign breakout rooms feature.

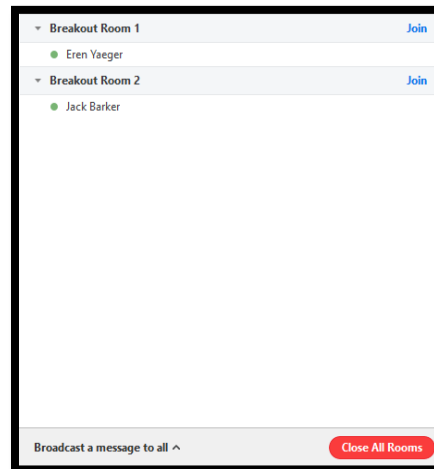
Add a Room: Add another breakout room.

Open All Rooms: Start the rooms. All assigned participants will be moved to their respective rooms after confirming the prompt to join the breakout room. If allowing participants to choose their own room, they can open the list of rooms and choose which to join. The host, or co-host that launched the breakouts and the original host, will be left in the main meeting until manually joining one of the rooms. The participants (and the host/co-host when manually joining a room) will see the following message shown when joining the breakout room.



Managing breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Session. The host, or co-host that launched the breakouts and the original host, will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.



Join: Join the breakout room.

Leave: Leave the room and return to the main meeting (only shows when in a breakout room).

Close All Rooms: Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

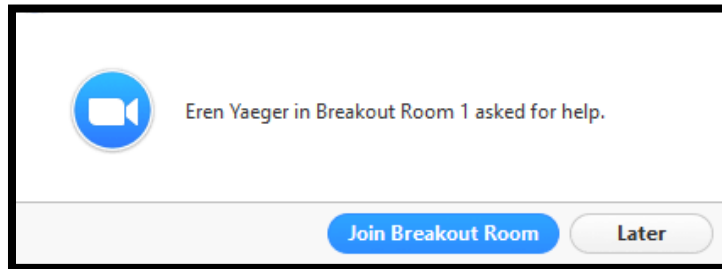
Zoom Breakout Rooms continued

Responding to requests for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.



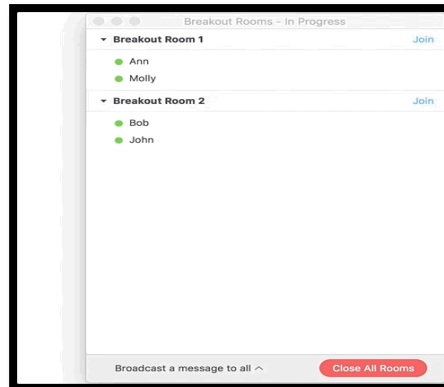
You will be prompted to join the room where the request originated from. Click **Join Breakout Room** to join the room.



Broadcasting a message to all breakout rooms

The host or co-hosts can broadcast a message to all breakout rooms to share information with all participants. This can be done from the main session or from within a breakout room.

1. Click **Breakout Rooms** in the meeting controls.
2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.



3. The message will now appear for all participants in breakout rooms.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

Zoom Polling

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings> (from Zoom Support)

Overview

The polling feature for meetings allows you to create single choice or multiple-choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling during and after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

This article covers:

- Limitations
- Enabling polling
 - Account
 - Group
 - User
- Adding poll questions using the web portal
- Adding poll questions using the desktop client or web client
- Launching a Poll
- Downloading a Report of Poll Results

Prerequisites

- Host user type must be Licensed
- Zoom desktop client for Windows, macOS, or Linux, version **5.4.7** or higher; or Zoom web client
- The meeting must be either a scheduled meeting, or an instant meeting using your Personal Meeting ID

Limitations

- Participants on the iOS or Android mobile app can use polling, but hosts need to be using the desktop client to manage polling.
- **Only the original meeting host can edit or add polls during a meeting.** If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.
- You can create a max of 25 polls for a single meeting, with each poll having a max of 10 questions.
- If a poll is relaunched in a meeting, the poll report will only display the last poll occurrence. If you know you will need to launch the same poll twice and want both sets of data, consider creating a second poll with the same questions as the original to avoid re-launching.

Enabling polling – Account

To enable polling for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Zoom Polling continued

Enabling polling – Group

To enable polling for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit user groups.
2. In the navigation menu, click **User Management** then **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
Note: If the option is grayed out, it has been locked at the Account level, and needs to be changed at that level.
5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click Lock to confirm the setting.

Enabling polling – User

To enable polling for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

Adding poll questions using the web portal:

1. Sign in to the Zoom web portal.
2. Go to the **Meetings** page and click on the edit button next to your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.
3. Click Save.
4. On the next page. Scroll to the bottom to find the **Poll** option.
5. Click **Add** to begin creating the poll.
6. Enter a title and your first question.
7. (Optional) Click the **Anonymous** check box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
8. Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice (participants can choose multiple answers).
9. Type in the answers to your question and click **Save** at the bottom.
10. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

Adding poll questions using the desktop client or web client:

1. Sign in to the Zoom desktop client.
2. Start a meeting.
3. Click **Polls** in the meeting controls.
4. Click **Add a Question** (desktop client) or **Add a Poll** (web client).
You will be redirected to a web page where you can add poll questions.
5. Click **Add** to begin creating the poll.
6. Enter a title and your first question.

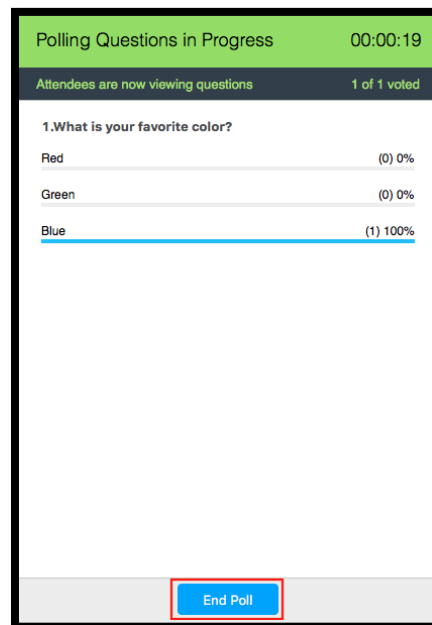
Zoom Polling continued

Adding poll questions using the desktop client or web client continued:

7. (Optional) Click the **Anonymous** check box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
8. In top-right corner, select whether you want the question to be **Single Choice** (participants can only choose one answer) or **Multiple Choice** (participants can choose multiple answers).
9. Type in the answers to your question and click **Save** at the bottom.
10. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

Launching a poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.
3. Select the poll you would like to launch.
4. Click **Launch Poll**.
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.



6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share Results**. Participants will then see the results of the polling questions.
8. (Optional) You can choose **Re-launch** to restart this poll.
Note: If a poll is relaunched in a meeting, the poll report will only display the last poll occurrence. If you know you will need to launch the same poll twice and want both sets of data, consider creating a second poll with the same questions as the original to avoid relaunching.
9. (Optional) To view the full report for this poll, click the **Download** button. This will launch your default web browser so that you can download the entire poll report, which shows what each participant chose, instead of the percentages of each choice.



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Zoom Polling continued

Downloading a report of poll results

You can download a report of the poll results during and after the meeting. When viewing a report of the poll results, take note of these things:

- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses.
- If registration was not on, the polling report will show the profile names of unauthenticated participants and the names and email addresses of authenticated participants.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.



How to Host an Interactive Zoom Meeting

Spotlighting PCC Members

Spotlighting PCC members is a fun activity where you gather interesting facts about a PCC member. The other PCC members try to guess who the mystery person is.

PCC Mission

- Promote, support, and foster close working relationships between the USPS and business mailers.
- **Cannot** be achieved without “**NETWORKING**”.
- Due to the current situation constraints, we are challenged with ways to network outside of our normal PCC in-person engagements.
- To add creativity and support to networking and in conjunction with our new touchpoint realignment, we created a session called “**Who Am I**”.

How this Supports Networking

- Allows you to Spotlight your PCC members
 - Simulates exposure normally received at an in-person event
 - People love to be recognized – Make it personal and career
- Facilitates the acknowledgement of commonalities with other members
 - Creates icebreakers for conversation start-ups
 - Promotes engagement
 - Promotes participation

Planning

Reach out to a PCC member (Industry or Postal) that you would like to spotlight at your next event.

- Extend an invitation – provide a reasonable timeline
- Explain the rules within compliance of PUB 286
- Verify they will be attending your event/meeting
- Start building your clues for your PPT slide. Some possible questions for clues are:
 - Gender neutral
 - Hobbies and interests
 - Non-mail related
 - Family and friends
 - Adventures and travels
 - Career and current position
 - PCC affiliation

Presentation

Create a slide explaining and defining the objective and the rules for the attendees. Include bullet points such as:

- Engaging interactive networking activity.
- Guess who the mystery or spotlight member of the month is.
- You will be giving them clues. They can be:
 - Professional
 - Personal
 - Fun facts
- Members type their guess in the chat box.
- The first one who guesses correctly will receive a prize (prize is optional).
- Mystery member will then be revealed and will have a few minutes to speak or answer questions.
- Congratulations to our PCC spotlight member.

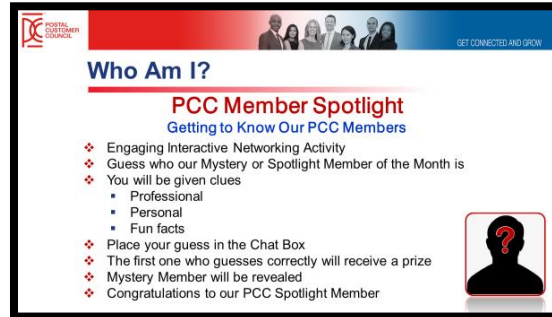
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Spotlighting PCC Members continued

Next, design a fun slide with the clues you received in advance from your spotlight member. Include:

- Animations
- Sounds
- Pictures or graphics

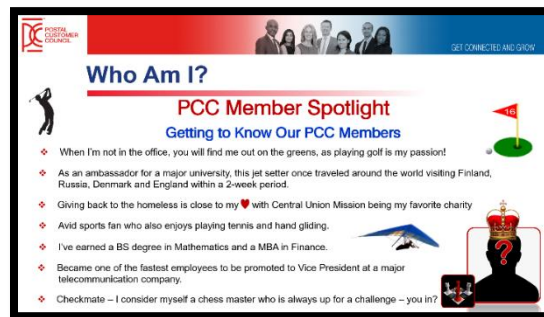
Begin revealing one clue at a time until all the clues have been revealed.



Who Am I?

PCC Member Spotlight
Getting to Know Our PCC Members

- ❖ Engaging Interactive Networking Activity
- ❖ Guess who our Mystery or Spotlight Member of the Month is
- ❖ You will be given clues
 - Professional
 - Personal
 - Fun facts
- ❖ Place your guess in the Chat Box
- ❖ The first one who guesses correctly will receive a prize
- ❖ Mystery Member will be revealed
- ❖ Congratulations to our PCC Spotlight Member



Who Am I?

PCC Member Spotlight
Getting to Know Our PCC Members

- ❖ When I'm not in the office, you will find me out on the greens, as playing golf is my passion!
- ❖ As an ambassador for a major university, this jet setter once traveled around the world visiting Finland, Russia, Denmark and England within a 2-week period.
- ❖ Giving back to the homeless is close to my ♥ with Central Union Mission being my favorite charity
- ❖ Avid sports fan who also enjoys playing tennis and hand gliding.
- ❖ I've earned a BS degree in Mathematics and a MBA in Finance.
- ❖ Became one of the fastest employees to be promoted to Vice President at a major telecommunication company.
- ❖ Checkmate – I consider myself a chess master who is always up for a challenge – you in?

Once all the clues have been revealed, give your attendees ample time to submit their guess in the chat box.

Once all attendees' guesses have been received in the chat box, it's time to reveal the identity of your mystery or spotlight member.

Drumroll please..... Our PCC Spotlight Member is....



Who Am I?

April PCC Spotlight Member
Lewis Johnson
USPS, Customer Outreach Specialist
lewis.l.johnson@usps.gov

- ❖ National PCC Program Manager
- ❖ Member on the PCC Advisory Committee
 - Serve on the Membership Growth and Recruitment Sub-Committee
- ❖ WestPac Area HQ PCC Liaison
- ❖ PCC Publication 286 Historian
- ❖ PCC Boot Camp/PCC University Speaker



How to Host an Interactive Zoom Meeting

Spotlighting PCC Members continued

Your PCC Spotlight member will now have up to 5 minutes to tell your attendees all about themselves, and or elaborate on the previous clues and pictures.

Once your Spotlight member wraps up their time, be sure to check the chat box to see if there are any questions or comments for your Spotlight member.

Finally, don't forget to announce who the winner was, or the first person to correctly guess the identity of your Spotlight member.

Best Practices

- Spotlight your "newer" or "quieter" members
- Selections diverse within the Industry
- Combination of postal and Industry members
- Add pictures
- Make it fun and engaging

Spotlight your member(s) in your PCC Newsletter

- Add Clues
- Provide a QR Code that links to the answers and/or pictures.
- Provide answers and/or pictures later in the newsletter.

Give-away prizes (optional)

- PCC Collateral
- Free admission to your next event
- Gift card

Have Fun... *Get Connected and Grow!*