**Some Practical Tips for Using Everyone’s In**

We designed Everyone’s In so that it could be used by NIF conveners and moderators nationwide, including those without technical support or technical training. For this reason, we opted for a process that could be operated completely within Zoom since that this platform is already familiar to most people. The materials could be adapted for other online meeting platforms such as Google Meet, but the advice here assumes moderators will be using Zoom.

Here are some basic requirements and suggestions:

* **Basic familiarity with Zoom**. To moderate an Everyone’s In forum, moderators must have access to Zoom and be comfortable operating it..
* **Sharing screens and operating a slide show**. Moderators also have to be able to download a PowerPoint slide show and display it in a Zoom session using the “screen sharing” mode. There are a number of helpful YouTube videos that give clear instructions on how to do this.
* **Professional Zoom account.** Unfortunately, the basic “free” version of Zoom, with its 40-minute time limit, isn’t useful for forums, whether they rely on the Everyone’s In materials or not. However, all the higher-level versions of Zoom allow sufficient time for forums and include the polling feature. The pilot study used Zoom Pro (currently priced at about $150 per year). Many people have access to institutional Zoom programs through employers, which will also have the polling facility.
* **Activation of the Zoom polls.** The poll feature is a part of the upper-tier Zoom programs, but the polling tab does not appear on the initial Zoom screen. Moderators will need to enable the Zoom poll feature on their individual computers in order to prepare and use the polling questions.
* **Entry of polling questions.** It is not currently possible to “send” the poll questions from one user to another. The existing technology presents two options. One is that NIFI or another overarching convening organization enters the polling questions and supplies institutional level Zoom links to be used by individual conveners and moderators. This is similar to current arrangements for CGA forums. Local moderator can also paste the question text into the polls or retype the polling questions. This isn’t difficult and can be done in less than ten minutes, but conferring with someone who has used the polling feature may be helpful.
* **Two Moderators.** Running the Zoom polls is easy, as is advancing the PowerPoint to drive the discussion forward. Neither of these tasks is individually challenging. However, running them simultaneously may be distracting for most moderators. Realistically, we advise planning for two moderators—one who handles the slides and another to launch the polls and display the results. This solution also has the advantage of having two people listening to the deliberation and looking for opportunities to advance deliberative thinking.
* **Using the polling results as discussion starters.** In contrast to standard polling which measures “public opinion,” Everyone’s In uses polling to spur forum deliberations. Polls are interspersed throughout the forums. Answers submitted by participants pop up over the slide on the moderator’s screen, allowing the moderator to see the responses as they come in. When all or most responses are in, the moderator shares the results, and the group discusses them. Often the moderator will start the discussion by saying, “I see that several of you voted for \_\_\_\_. Would one of those who selected this tell us a bit more?” Or “I see that \_\_\_ doesn’t have any takers. Let’s talk about it. Do you know people who support this idea? Why do you think it appeals to them?” In this way, the polls give moderators valuable information that can be used to deepen and advance the deliberation.
* **Practice.** Using the slides and polling questions is not difficult, but we do recommend practicing the two operations together ahead of time. This can be an informal test run conducted with family, friends, students, or colleagues. It doesn’t require running the entire forum—just practice discussing the first few slides and running the first three or four questions to ensure that the moderators are comfortable with the process.
* **In-person forums.** The pilot study tested the Everyone’s In materials in one in-person forum where participants answered the polls using their cell phones. The process is entirely doable, but there are two considerations. First, the forum must be conducted in a room with a screen where the PowerPoint and the questions can be displayed. Secondly, all participants need to have a cell phone and download the polling application before the forum starts. This process was not particularly challenging, but it is an added step. Moderators may need to enlist several volunteers to help participants download the polling application prior to the beginning of the forum.