

Amazon Chime Public Meetings


Enable Event Mode

You use Event Mode to minimize background noise, control who presents their screen, and control who starts their video. Only meeting hosts, moderators, and delegates can turn on Event Mode after a meeting starts.

Starting and stopping event mode

To manage Event Mode, do the following:

To start Event Mode

1. Open the **More options** menu (), then choose **Start event mode**.
2. In the **Start event mode** dialog box, review the information about Event mode, then choose **Start event mode**.



To stop Event Mode

- Open the **More options** menu (), then choose **Stop event mode**.

Adding and removing presenters

By default in Event Mode, only hosts, moderators, and delegates can act as presenters. However, hosts, moderators, and delegates who sign in to their Amazon Chime account can grant presenter status to other attendees.


To promote an attendee to presenter

1. In the left control bar, open the **More options** menu (). Then, choose **Add event mode presenters**.
2. In the dialog box that appears, select one or more attendees and choose **Add**. The selected attendees receive a notification, and the event mode icon () appears next to their names in the roster.

To demote an attendee from presenter

1. In the meeting roster, open the horizontal ellipsis menu next to the attendee you want to demote.
2. Choose **Remove from presenters**.

Meeting hosts, moderators, or delegates who sign in to the Amazon Chime app can also perform the following actions in Event Mode:

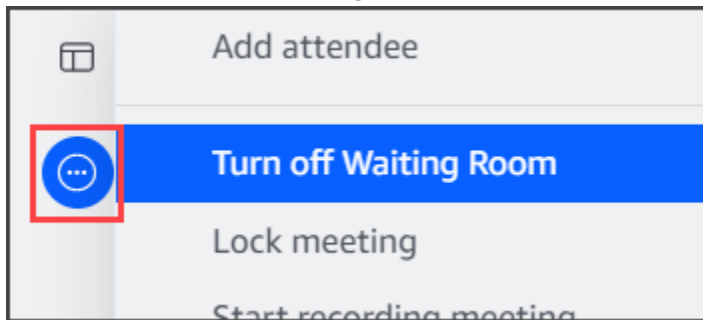
- To remove an attendee from the presenters list, choose their name on the roster, then choose **Remove from Presenters**.
- To turn off Event Mode, open the **More options** menu (), then choose **Disable Event Mode**. Once you turn off Event Mode, attendees can mute and unmute themselves, share their screens, and turn their video off or on.

Utilize the Waiting Room Feature

Amazon Chime's Waiting Room adds a layer of privacy by placing anonymous users in a virtual waiting area until admitted by the host or an authorized attendee. This ensures that only intended participants join the meeting.

To turn off the Waiting Room

1. On the left control bar, open the More menu (...).
2. Choose **Turn off Waiting Room**.



To turn the Waiting Room on, repeat the steps listed above.

Lock Meetings After Start

Once all expected participants have joined, lock the meeting to prevent additional attendees from entering. This feature is accessible through the meeting controls and adds an extra layer of security.

To lock a meeting

1. In the left control bar, choose the **More options** menu (⋮).
2. Choose **Lock meeting**

Schedule Meetings with Unique IDs and Moderator Passcodes

Avoid using personal meeting IDs for public sessions. Instead, generate unique meeting IDs and set moderator passcodes to control meeting initiation and access.

To schedule a moderated meeting

1. From the Amazon Chime app, choose **Meetings, Schedule a meeting**.
2. In the **Meeting scheduling assistant**, select **Generate a new ID and require moderator to start**.
3. Enter a 4-8 digit moderator passcode.
4. Finish selecting your other meeting options.
5. Choose **Copy moderator info** to copy and paste the moderator information for your moderated meeting.
6. Send the moderator information to the attendees who will moderate the meeting. To protect the moderator passcode, the Amazon Chime meeting invite doesn't contain moderator information. You must send that information to moderators separately.

Manage Attendee Access and Permission


When scheduling, specify who can bypass the Waiting Room. For public meetings, it's advisable to require all external attendees to pass through the Waiting Room for manual admission. In addition, you can apply limits that prevent attendees from unmuting.

Allowing external attendees

After you select a meeting ID, you choose whether to allow other external attendees to join your meetings. Select one or more of the following attendee access options:

- **Attendees outside of my company who are signed in** – Allows external attendees to join your meeting, but only if they sign in to Amazon Chime. These attendees skip the waiting room and join the meeting directly.
If you clear this checkbox, external attendees who sign in will go to the waiting room.
- **Anyone with the meeting ID** – Allows anyone to join your meeting if they have the meeting ID. This option allows attendees without registered Amazon Chime accounts to join.
- **In-room video systems** – Allows any in-room video system to join your meeting if the attendee has the meeting ID.
Clearing this options blocks in-room systems from the meeting.
- **Dial-in** – Allows anyone with the meeting ID to dial in to the meeting.

To turn off attendee unmute

1. In the left control bar while in the meeting as a moderator, open the **More options** menu ().
2. Choose **Disable attendee unmute**.

Leave Large Meeting Settings in Place

When a meeting includes more than 25 attendees, Amazon Chime enables key settings automatically. These can be disabled by the moderator, but it is highly recommended to leave these in place.

When you host a meeting with more than 25 invitees, Amazon Chime does the following when the meeting starts:

- Mutes attendees when they join the meeting unless they join from an in-room conference system.
- Turns off notifications when attendees join, leave, drop, or decline the meeting.
- Turns off join and leave tones.
- Displays a message in the meeting chat about these changes.