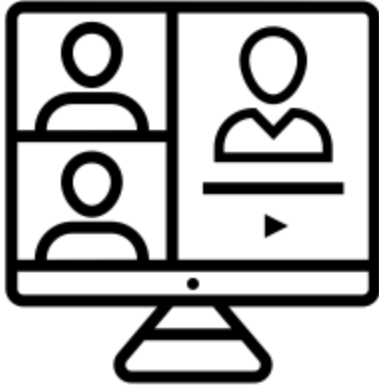


27-D1 Virtual Meetings

How Do I Start?

Introduction	3
Communicating With Members	3
Meeting/Agenda Collaboration	3
Video Conference Options	3
Google Meet (Hangout) https://meet.google.com	4
Zoom https://zoom.us	4
Jitsi https://Jitsi.org	4
Cisco Webex https://www.webex.com/	4
Microsoft Skype https://skype.com	4
FreeConference https://www.freeconference.com/	5
Zoom Pro License and Reservations	5
Hybrid Meetings and other Advanced Topics	5
Updates	5



Introduction

27-D1 Zoom Commander is a title developed after lengthy collaboration with DG Tammy's team of trusted advisors (aka "The Minions"). When you hear it, we want you to smile, feel comfortable and have fun running your own virtual meeting. If you feel like setting up your own virtual meeting is next to impossible or you need a little help from a "superhero", then we're here to help.

Communicating With Members

Just like an in-person meeting, communicating the details of a virtual meeting is critical to its success. You can use email, Facebook Groups, phone calls or newsletter/mail to communicate the date, time, and virtual meeting logistics with members.

In order to accommodate members that have not used the technology before, it is a good idea to hold a practice meeting at least a day in advance of your first virtual meeting. A practice meeting gives members the opportunity to download software (if needed) and test their speaker/microphone/camera combination in advance of the first meeting to help reduce anxiety and pressure. If they succeed in connecting to the practice meeting and have good audio & video, they're good-to-go. Finally, offer one-on-one assistance after the practice meeting to those that are having difficulty.

Meeting/Agenda Collaboration

How do we collaborate in a virtual world? Google Docs is a great way to collaborate with your club and/or club officers on your meeting agenda. Google Docs is free, web-based, and allows you to selectively share documents and grant specific edit or read permissions. Google Docs is very similar to Microsoft Word; if you use Microsoft Word, you are already familiar with many features in Google Docs. If you have a free Google (Gmail) account, you have everything you need to get started; simply go to: <https://drive.google.com>

Video Conference Options

One summary of the six best "free" video conferencing apps (and, yes, there are more):

<https://www.howtogeek.com/661906/the-6-best-free-video-conferencing-apps/>

- All of these six video conferencing apps are free for at least 50 participants and at least 40 minutes duration
- All require installation of a mobile app for phones or tablets
- Some do not require any software other than a modern browser for a desktop/laptop

- Some offer a dial-in option, others require a paid subscription and it's just not available for others
- Some offer more features than others and there is not a clear "winner"; find one that meets your needs

Google Meet (Hangout) <https://meet.google.com>

- NO dial-in option
- unlimited time
- desktop/laptop - no additional software needed other than a modern browser
- Every participant needs a free Google/Gmail account
- Bonus: Real-time closed caption works great and is also free
 - Closed Caption will help keep engage hard of hearing members

Zoom <https://zoom.us>

- No dial-in option for a Free account
- Free account is limited to 40 minutes
- software install required
- Bonus: Stable platform & used by Burmester

Jitsi <https://Jitsi.org>

- dial-in option
- unlimited time
- desktop/laptop - no additional software needed other than a modern browser
- not tested ... yet :-)

Cisco Webex <https://www.webex.com/>

- dial-in option
- unlimited time
- software install required
- Bonus: Stable platform & used by MD27 (for now, anyway)

Microsoft Skype <https://skype.com>

- No dial-in option

- unlimited time
- desktop/laptop - no additional software needed other than a modern browser
- Bonus: Stable platform

FreeConference <https://www.freeconference.com/>

- Not recommended due to intermittent quality of dial-in lines

Zoom Pro License and Reservations

The district has a single-license Zoom “Pro” subscription. The “Pro” version unlocks two key elements: 1) There is no time limit on meetings, and 2) There is a phone (landline) dial-in option. District Cabinet and Zone meetings take priority and the district’s Zoom license is available for your use on a first-come, first-reserved basis. The District’s Zoom Commander, Dale Burmester, along with District Web Guy, Scott Grover, will track reservations on the District’s calendar.

Hybrid Meetings and other Advanced Topics

Running a hybrid in-person and virtual meetings is significantly more challenging than either a 100% in-person or 100% virtual meeting. Although this is a more advanced topic and details will be added later, here are a few tips:

- 1) Microphone location relative to the speaker is critical. Whoever is speaking should be in close proximity to the microphone.
 - a) Physically move every speaker to the front of the room / in front of the microphone
 - b) Use a handheld microphone and pass the microphone
 - c) Use a conference/speakerphone system. As an example, MD27 uses the “Jabra Speak 710 UC Wireless Bluetooth Speaker & Speakerphone” for their Council Of Governors meetings.
- 2) Even though video may not be as critical, moving every speaker to the front of the room / in front of the camera may be the easiest way to ensure that those attending virtually have the opportunity to see them.

Closed Captioning is an advanced topic that will be covered in a future update to this document.

Updates

Technology changes rapidly in the virtual universe. As such, this document will be updated from time-to-time. For the latest version, click either:

<https://bit.ly/2EvTfUF>

-or-

<https://docs.google.com/document/d/1HE5MbnCs1qFYxfnQhebfVGOANvKWPWmrb8PuUCLSNwQ/edit?usp=sharing>

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