

## IISE Tip Sheet on Holding Virtual Meetings (Video Conferencing)

### Software Tools

- The table below outlines some of your choices for hosting a virtual meeting. The costs are current as of September, 2020.

		Tool	Cost, Functions and/or Limitations
<b>Paid</b>	If your chapter would like to pay for a virtual meeting tool	Zoom	\$15/month or \$150/year 100 participants, 24 hour limit, 1 GB Recording to Cloud, Breakout rooms, Social media streaming
		GoToMeeting	\$12/month 150 participants, No time limit, Dial-in phone number
		MS Teams	\$60/year (part of MS 365 Business Basic package) 300 users, Recordings, Dial-in as add-on
		WebEx	\$13.50/month 100 participants, 24 hour limit, 5 GB Recording to Cloud, Toll dial-in phone number
<b>Borrowed</b>	If your leadership has access to virtual meeting tools through their workplaces or universities	<i>See any of the above options. Be sure to receive approval from your workplace or university prior to using their licenses.</i>	
<b>Free</b>	Free options generally have fewer functions and time limitations	Zoom	100 participants, 40-minute max, Recording to local device, No dial-in phone number, Breakout rooms
		MS Teams	500K users, No recordings, No technical support
		Webex	100 participants, 50-minute max, No recording, Online only technical support, No dial-in phone number

## **Before the Meeting**

- Make sure you have an internet connection with sufficient bandwidth. For example, Zoom uses approximately 810MB-2.4GB per hour for a group meeting.
- Make sure you have a computer or phone with a camera, microphone, and speakers. Install the video conferencing application (app) that will be used for the meeting. Although many apps work in browsers, you tend to have greater success and more features available by installing the app.
  - When hosting a meeting or presenting at one, it is best to use a computer, and not a mobile device.
  - Use headphones with a microphone if you can. It will help you to hear everyone better and help them to hear you. Sometimes built-in computer microphones can make you sound garbled, or you may have to speak directly into the microphone for good sound quality.
- If inviting a large group of people, make sure you are sending the invitations in a way that does not share all of the email addresses. In many cases, you can set up the meeting and invite just a small planning group. Then, forward the invitation to the larger group using the Bcc feature of email.

## **Just Before and During the Meeting**

- Get yourself set up and oriented by signing into the meeting at least 10 to 15 minutes before the meeting begins. Make sure your audio and video are functioning properly.
- Double check what's in your frame.
  - Are you in the frame? Make sure your head is not cut off, and that the angle is good.
  - Check what's behind you. The least distraction in the background is best, or you can blur it out or choose a virtual background. Note that virtual backgrounds can sometimes be distracting as the image tends to flicker.
  - Don't wear green if you're planning on using a virtual background! Certain shades of green trigger the green screen effect and you will literally disappear into the background.
  - If you are presenting, load your slides and make sure you can easily see both the slides and the video conferencing interface. If using a single monitor, instead of showing your slides in full screen, which is typically the default, you may want to put your presentation in a separate window (in Powerpoint, select Set Up Slide Show and then Browsed by an individual). This will make it easier to see both the slide show window and the video conferencing window. If possible, use multiple screens so that you can put the presentation on one and the video conferencing app on the other.
- Expect the unexpected. Calls can drop. There will be background noise beyond your control. Please do your best to minimize distractions.

- Assign someone who is not the presenter to monitor the group chat for questions/concerns and to mute any microphones that have been left on.
- IF YOU AREN'T SPEAKING, MUTE YOUR SOUND. And keep it muted until you have to speak. Unmute only when you speak.
  - \* TIP\* With most video chat, **the space bar toggles un/mute!** 😊
- Turn off all other programs on your desktop except the one you need to screen share.
  - Many video conferencing apps allow you to share just the window/application you want to share, rather than your whole screen.
  - Also, if you're going to screen share a web browser, CLEAR YOUR CACHE! Nobody needs to see your search autofill.
- If you are recording the meeting, remember to start the recording just before the meeting begins. Let attendees know that the meeting is being recorded.
- If having a discussion or making decisions as a group, consider using the whiteboard feature, which is available in many video conferencing apps. This enables you, for example, to take notes, list ideas when brainstorming, or share sketches.
- The group chat can also be used to document ideas and gather input.
- Before leaving the meeting, save the chat messages and/or whiteboard drawings so that you don't lose them.

### **After the Meeting**

- Access the meeting recording and download a copy to your computer. Put the file in a location that can be shared with the attendees (such as Dropbox, Box, etc.). Share the link with all attendees or invitees by email. Or, post the link in an accessible location.
- Meet with your planning team to discuss what worked and what didn't; document lessons learned for the next time.