Hosting Virtual Meetings: Things You Should Know

What you need
- A computer w/microphone, speakers & camera
- Internet
- Video Conferencing Platform

Video Conferencing Basic Concepts
- Host – Schedules & initiates calls
- Presenter – Can share screen
- Can use any kind of computer: PC, Laptop, Tablet, Smartphone

Additional/Optional Equipment
- Additional Monitor(s)
- Speakers
- Camera
- Headphones
- Microphone (Uni or Bidirectional)
- Projector & Screen
- Audio Mixer & USB Audio Interface device

Video Conferencing Platforms
- https://zoom.us/
- https://www.gotomeeting.com/
- https://www.skype.com/en/
- https://meet.google.com/
- https://www.zoho.com/meeting/
- https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software
- https://appsumo.com/eyeson
- https://meet.jit.si/
- https://www.cisco.com/c/en/us/products/conferencing/webex-meetings
- https://www.bluejeans.com/

Zoom Meeting
- $14.99/month, $149/year
- Cannot schedule simultaneous meetings without additional license(s)
- Registration is optional (but recommended)
- Registration reports are available: Meeting attendees not recorded
- Allows branding with images
- Has test call website
- Supports multiple microphones, speakers/headphones, and cameras
- Can use telephone for audio

- Supports polling
- Meetings can be recorded, stored & Played from the Zoom server
- Supports Breakout Rooms

Zoom Webinar
- Additional cost
    - 100 attendees - $40/month
    - 500 attendees - $140/month
    - 1000 attendees - $340/month
- Designed (and recommended) for seminars/webinars
- Users not allowed to use their camera
- Registration is required. Attendee information is recorded
- Has Practice Mode to use before the seminar begins
- Question & Answer tools

Try to get discounted software
- http://www.techsoup.org/
- https://www.tech-crawl.com/

Tips for making your Virtual Events successful
- Master the Environment
- Schedule Events for evenings or weekends (avoid internet congestion)
- Don't allow two presenters to be in the same room (avoids feedback)
- Practice
- Upgrade PC software before the event
- Equipment Check/Practice Sessions
- Test Apple Mac's thoroughly
- Make sure presenters have adequate bandwidth
- Have one person in overall charge for the event
- Have other helpers who will handle problems, questions, etc.
- Mute unless speaking
- Avoid background distractions when using a camera

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