



VIRTUAL MEETINGS: TOOLS AND HOW TO BE EFFECTIVE IN VIRTUAL MEETINGS

eNetwork Sponsored Education
Tool

WHAT WE WILL COVER

What is a Virtual Meeting?

Virtual Meetings: Tools, Roles, Do's & Don'ts

What does a Virtual meeting look like for AAUW 'Land' branches?

Webinar Tools / Technology

- How to Set up Your Branch's Freeconferencecall.com Account
- How to Use Freeconferencecall.com
 - Host
 - **Audio** only via telephone
 - **Webinar** / Audio via Computer
 - Attendee
 - **Audio** only
 - **Webinar** / Audio via computer
- Advanced Webinar / Audio Features
 - Host
 - Attendee



EFFECTIVE VIRTUAL MEETINGS

Your Branch
Your community
Other branches in CO and other states

WHAT IS A VIRTUAL MEETING?

A **virtual meeting** is when people are located anywhere and use video, audio, and text to link up online.

Virtual meetings allow people to share information and data in real-time without being physically located together.

Virtual meetings use video-teleconference software, such as Microsoft's Skype, Adobe's Connect, Freeconferencecall.com and Google's Hangouts, to name a few.

WHY VIRTUAL MEETINGS

Ability to meet people where they are in their life

- Busy career people maximizing limited time – can participate in a meeting and presentation where they are
 - Home / The Office / Work Travel

Reaching out to Community members

- Invite to participate in person OR via teleconference
- Make it easy for participation by the community!

Include other AAUW branches in CO AND surrounding states – our Western Region

- Share speakers and programs
- Learn from other branches
- Amplify the work of your branch with other branches who may want to join in!



VIRTUAL MEETINGS

Tools, Roles, Do's &
Don't

VIRTUAL MEETING TOOLS

Internet Access

- Land Branch
- Remote Individuals around the state with computers for webinar

Access to telephone/land line

- For remote individuals without internet access and/or a computer

Laptop with Camera

- For presenters and facilitators
- For remote attendees

Webinar Teleconference Tool

- Webinar / Teleconference tool
 - Laptop, with Camera would be optimum
 - Land line / Cell Phone

Projector

- Enable land branch to easily see the presentation

VIRTUAL MEETING ROLES

Leader [Branch President]: Person who sets the goal(s) for the meeting and designs for interactivity

Producer [Branch Communications]:
Takes care of technical issues

Facilitator [Branch President or Incoming President]: Supports the leader in designing for interactivity, and keeps the meeting on track and on time

Attendees: In the room and participation virtually in the meeting

Presenter: Individual who will be presenting a specific topic or program for the virtual meeting

VIDEO CONFERENCING DO'S AND DON'TS

The 10 Do's of Video Conferencing Etiquette

1. Schedule a practice session with your presenters prior to event
2. Do be courteous to other participants; ask for input by those who haven't had a chance to speak
3. Do speak clearly
4. Do keep body movements minimal
5. Do move and gesture slowly and naturally



6. Do maintain eye contact by looking into the camera
7. Do dress appropriately (you will be seen!)
8. Do make the session animated
9. Do be yourself and have fun!
10. Speak your name before asking a question

VIDEO CONFERENCING DO'S AND DON'TS, CONT

The 7 Don'ts of Video Conferencing Etiquette

1. Don't carry on side conversations
2. Don't wear "noisy" jewelry
3. Don't cover the microphone
4. Don't make distracting sounds
5. Don't shout
6. Don't make distracting movements
7. Don't interrupt other speakers

OTHER VIRTUAL MEETING TIPS!

- **CHECK IN!** Have participants check into the meeting with a very short statement about what they want from the meeting
- **TIME:** Limit the meeting time to an hour
- **ENGAGE ATTENDEES:** Consider having a slide of a conference table with pictures of the participants in different places or Map showing where attendees are located
- **PARTICIPATION:** Invite participants BY NAME interact throughout the meeting, not just in 'question time' at the end
- **SLIDE COUNT:** You might want to double your typical slide count to keep the meeting moving forward
- **SLIDE CONTENT:** Keep text on slides to a minimum;
- **TECHNOLOGY:** Use all of the virtual technology you have available:
- **MEETING OBJECTIVES:** Ask all participants at the end if they got what they wanted from the meeting



WHAT DOES A VIRTUAL MEETING LOOK LIKE FOR AAUW 'LAND' BRANCHES?

Presenter at Land Branch
Presenter Remote to Land Branch

PRESENTER AT LAND BRANCH



Fort
Collins

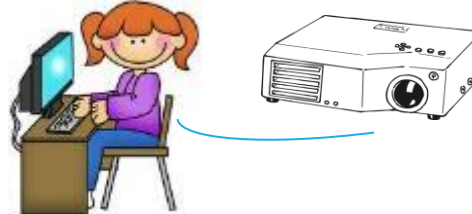
Remote Attendees
via their computer
access the AAUW
webinar tool

- Camera on the Laptop allows presenter to be visual to individuals accessing the 'webinar' via the internet
- Presenter accesses the Webinar Tool to share their presentation to **REMOTE** attendees

INTERNET



Land Branch meeting



Presenter at Land Branch Meeting

Projector could be used at Land branch to present the webinar presentation



Colorado
Springs



Denver /
Phone only

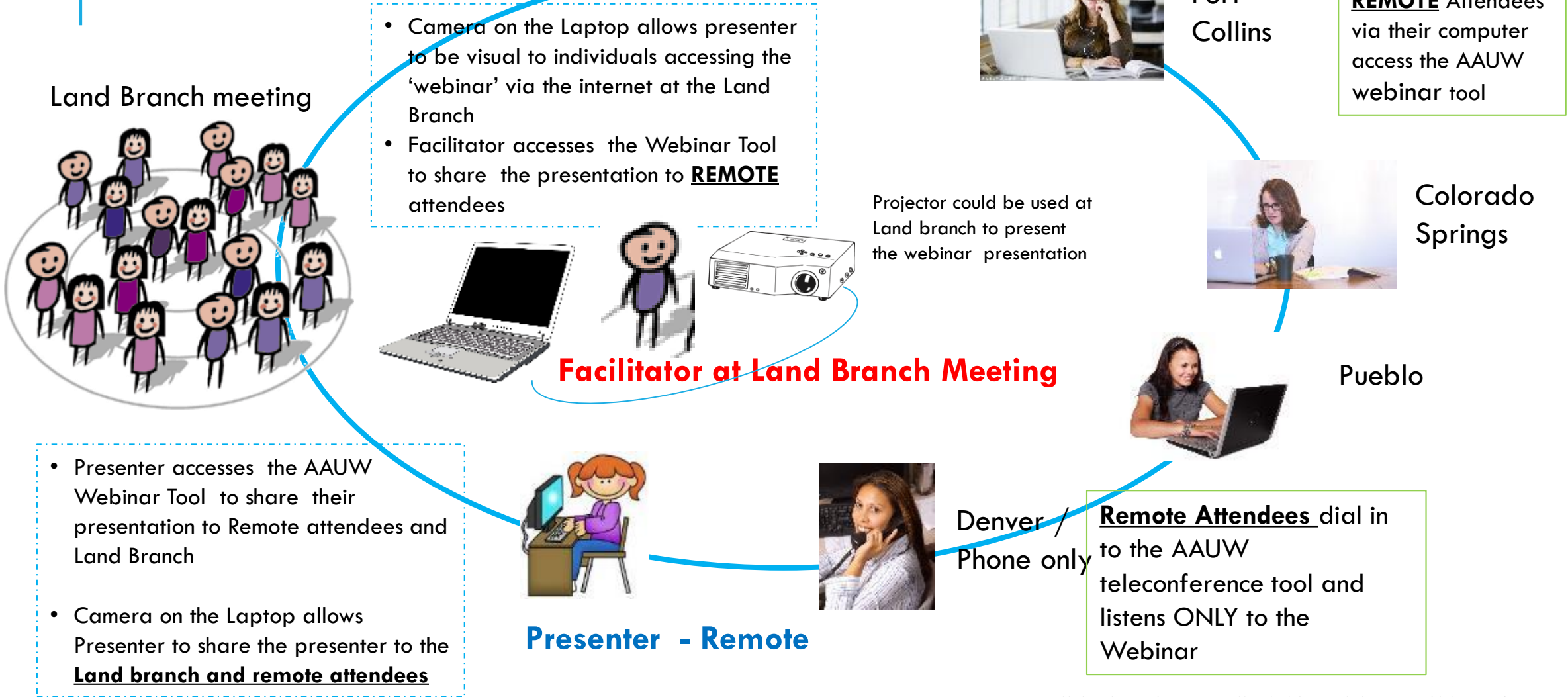
Remote Attendees dial in to the AAUW teleconference tool and listens **ONLY** to the Webinar



Pueblo

PRESENTER REMOTE FROM LAND BRANCH

INTERNET



Land Branch meeting

- Camera on the Laptop allows presenter to be visual to individuals accessing the 'webinar' via the internet at the Land Branch
- Facilitator accesses the Webinar Tool to share the presentation to **REMOTE** attendees



Fort Collins

REMOTE Attendees via their computer access the AAUW webinar tool



Colorado Springs

Projector could be used at Land branch to present the webinar presentation

Facilitator at Land Branch Meeting

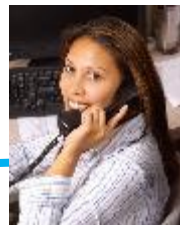


Pueblo

- Presenter accesses the AAUW Webinar Tool to share their presentation to Remote attendees and Land Branch
- Camera on the Laptop allows Presenter to share the presenter to the **Land branch and remote attendees**



Presenter - Remote

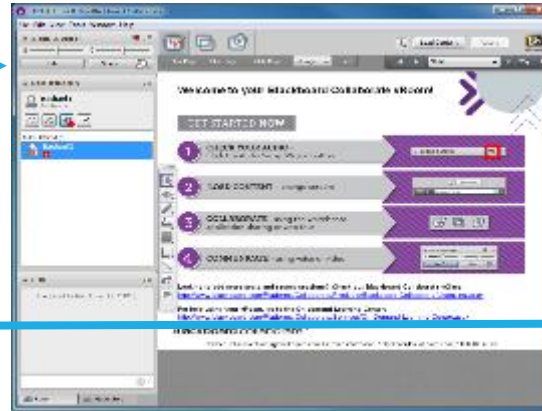


Denver / Phone only

Remote Attendees dial in to the AAUW teleconference tool and listens **ONLY** to the Webinar

TECHNOLOGY FOR USE WEBINARS

Online breakout rooms for small group discussions and brainstorming



Whiteboards for exploring ideas and action planning



Chat for participants to ask questions, make comments, and propose ideas



Polls/questionnaires for surveying how participants feel about issues and ideas



VIRTUAL MEETING TECHNOLOGY

Microsoft's Skype

Adobe's Connect

Freeconferencecall.com

Google's Hangouts



VIRTUAL MEETING: WEBINAR TECHNOLOGY

Free Technology

SET UP A FREECONFERENCECALL.COM ACCOUNT

FreeConferenceCall.com provides High Definition (High Clarity/Sound) audio conferencing, screen sharing and video conferencing with **up** to 1000 participants via AUDIO and 25 attendees via WEBINAR

FREE!

- **Access** <https://www.freeconferencecall.com>

STEP 1: ACCOUNT SETUP

From the FreeConferenceCall.com home page, sign up for a free account using your e-mail address. Note: By default, the following is included with your account at no cost. Toll Number for up to 1,000 participants per meeting, international In-country Dial-in Numbers in more than 55 countries, Online Meetings with up to 25 attendees.



Sign-Up – “FreeConferenceCall.com homepage”

After your account is created you can fine-tune it and sign up for more services in “My Account” page.

WHAT YOU WILL NEED:

1. Internet Access
2. A specific Branch AAUW email, i.e., AAUWCOCS@gmail.com

STEP 2: VALIDATING YOUR ACCOUNT

Copy or Print
out this
information
and Keep in an
Safe place

Thank you for signing up with FreeConferenceCall!

1 Meeting Credentials

Dial-in Number: (775) 360-1147

Access Code: 116-114

Host PIN: 3604

2 Account Configuration (Optional)

Create Your Password: *****

Online Meeting ID: Johnsmith

Upload Custom Hold Music: Free for 30 days

Account Confirmation

On this screen, you can view your basic account information, conference dial-in numbers and playback numbers, your Access Code and host PIN code. This information will also be emailed to you (see a sample of the email in



HOST INSTRUCTIONS

Computer/
Telephone - Audio

WHO TO INVITE & HOW TO INVITE

WHO

Consider inviting not only your branch members, but extending invites to:

- All branches in the state even Western Region members
- AAUW C/U affiliates
- YWTF chapters
- National members in the State
- AAUW Western Region Branch Presidents
- Community Members
 - Church groups
 - Schools
 - Community Centers
- Electeds
 - City Council
 - State legislators
 - School board members
 - County commissioners

HOW

Use Meeting Notices in your AAUW gmail account associated with the Virtual meeting tool to invite attendees

- Easy to remind guests with the meeting notice!
- Can keep guest list private
- Easy to include instructions on how to access the virtual meeting
 - Audio
 - Webinar
- Allows you to know how many people will be attending.
 - If over 25 people, you will need to provide the presentation to attendees and let people know to participate by audio if they are not able to access the Webinar.
 - More about that later!

Encourage people to gather together to participate in the virtual meeting

HOW TO INVITE FROM TOOL - ONLINE INVITATION OR EMAIL

To send an online invitation or email:

- Log in to your FreeConferenceCall.com account.
- Click **Invite**
- Complete **Information Requested**
- Click either
 - By email
 - Copy to clipboard

The screenshot shows the 'FreeConferenceCall.com' website interface. At the top, there is a navigation bar with 'Account Info', 'Profile', 'Online Meetings', 'Invite', 'Support', and 'Meeting Wall'. Below this is a blue header for 'Account Information'. The main content area is divided into two columns. The left column contains a form with the following fields: 'Dial-In number' (813-945-1111), 'Access code' (203465), 'Online meeting ID' (CONF20140304), 'Host PIN' (5018), 'International dial-in numbers', and 'Playback number'. Below the form are 'Meeting Settings' and 'Invite' buttons. The right column features a blue banner that says 'Invite Anyone to Join a Conference Anytime' with 'Call to Host' and 'Sign Up Now' buttons. Below the banner is a 'Schedule' section with input fields for 'Date', 'Time', and 'Location'. At the bottom of the page, there are 'Copy to Clipboard' and 'Send by Email' buttons. Three blue arrows originate from the text on the left: one points to the 'Invite' menu item in the top navigation bar, another points to the 'By email' button, and a third points to the 'Copy to Clipboard' button.

HOST INSTRUCTIONS: AUDIO

1. Dial the dial-in number.
2. When prompted, enter the access code, followed by **pound (#)**.
3. Press **star (*)** to enter the host PIN, followed by **pound (#)**.

Options for Host to Manage an Audio Call

- * 1 Manage Q&A
- * 2 Caller Count
- * 3 Breakout Rooms
- * 4 Instructions
- * 5 Mute
- * 6 Self Mute
- * 7 Conference Lock
- * 8 Entry/Exit Tones
- * 9 Record



ATTENDEE INSTRUCTIONS

Audio

ATTENDEE INSTRUCTIONS: AUDIO

To attend an audio conference call:

- Dial the dial-in number provided by the host
- When prompted, enter the access code provided by the host, followed by **pound (#)**.

Participant Keypad Commands

Control certain aspects of the conference from the telephone with the following commands:

* 3 Breakout Rooms

* 4 Instructions

* 6 Self Mute

3 Breakout Rooms** - Leave the main conference to join a sub-conference. Press ***3** followed by the number of the sub-conference, from **1** to **9**, or press ***3 to return to the main conference room at any time.

***4 Instructions** - Hear the list of available keypad commands.

***6 Self Mute** - Mute your individual line. Press ***6** again to unmute the line.



HOST INSTRUCTIONS

Computer – On-line
Meeting / Audio

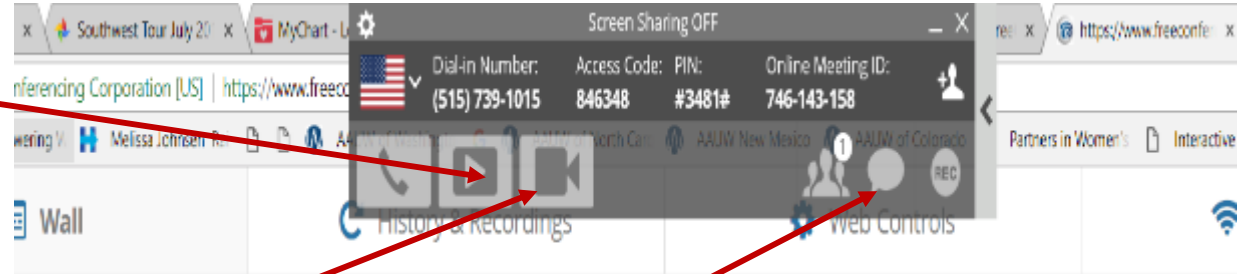
HOW TO HOST ON-LINE WEBINARS

1. Launch the **FreeConferenceCall.com** desktop application from your desktop.
2. Click **Host** and log in with your AAUW Host email address and password (first-time users).
3. For the **audio portion** of the online meeting:
 - Call the dial-in number and enter the access code followed by **hash (#)** or click **Headset** to connect through VoIP.

The screenshot displays the FreeConferenceCall.com desktop application interface. At the top left is the logo and name 'FreeConferenceCall.com'. At the top right, there is a search bar containing the email address 'johnsen.melissa54@gmail.com' and a menu icon. Below the search bar are two main panels: 'Audio Information' and 'Host Information'. The 'Audio Information' panel lists: 'Dial-in number: (515) 739-1015', 'Access code: 846348 PIN', 'Online meeting ID: 746-143-158', and 'International dial-in numbers: View list'. Below this list is an 'Invite' button and a prominent green 'Host Online Meeting' button. A red arrow points from the 'Host Online Meeting' button in the screenshot to the third step of the instructions. The 'Host Information' panel features a silhouette icon, the company name 'FreeConferenceCall.com', and contact details: 'P.O. Box 41069', 'Long Beach, CA 90853', 'tel: (844) 844-1322', and 'support@freeconferencecall.com'. An 'Edit' button is located in the top right corner of this panel. At the bottom of the 'Host Information' panel, there is a descriptive paragraph: 'FreeConferenceCall is an online meeting service designed for screen sharing, web conferencing, product demonstrations, webinars and more.'

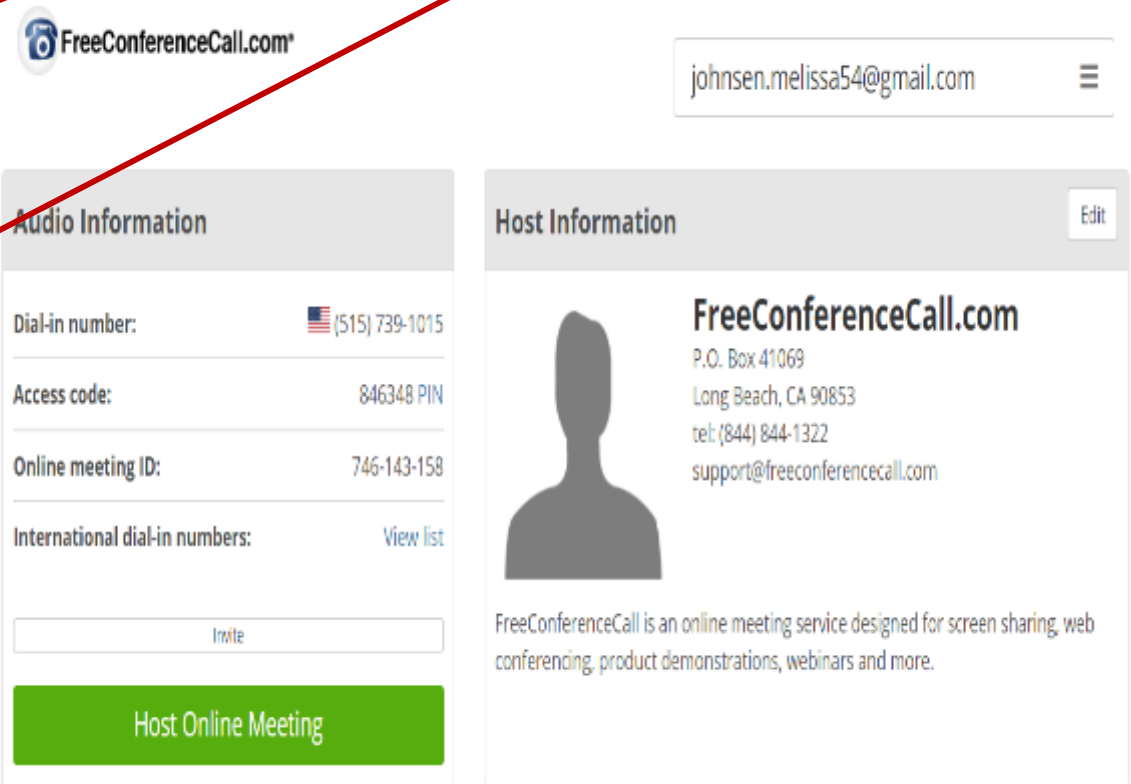
1. How to screen share:

- Click **Play** on the Meeting Dashboard.
- Select the items you want to share. A list of applications will appear
- Click **Start Sharing**.



2. How to video conference:

- Click **Camera** on the Meeting Dashboard.
- Choose to dial in over the telephone or through VoIP on your computer.
- Video is live once the Camera turns green.



3. How to chat:

- Click **Chat** on the Meeting Dashboard.
- Send a message to the group or private message an individual participant.

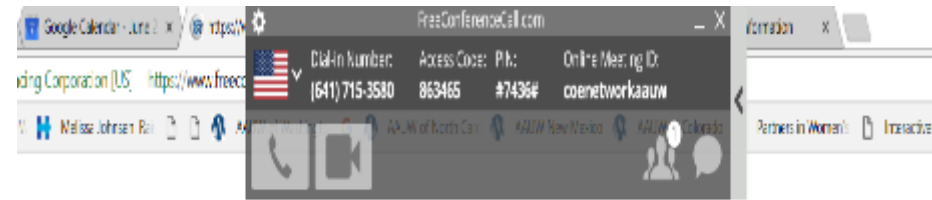


ATTENDEE INSTRUCTIONS

Computer/Telephone Audio

ATTENDEE

1. Join the AAUW broadcast online
 - Use your computer's microphone & speakers at
 - <https://www.freeconferencecall.com/all/XXXXXX>
2. Click the green **'Join this meeting'** button
3. Allow your computer to open the FreeConferenceCall app
4. Enter your **name** and **email** as prompted.
5. The next pop-up will ask you to **click on 'mic & speakers'** to connect your audio.



FreeConferenceCall.com

Audio Information

Dial-in number: (641) 715-3580

Access code: 853465

Online meeting ID: coenetworkaaauw

International dial-in numbers: [View list](#)

Host Information

FreeConferenceCall.com

P.O. Box 41069
Long Beach, CA 90853
tel: (844) 844-1322
support@freeconferencecall.com

FreeConferenceCall is an online meeting service designed for screen sharing, web conferencing, product demonstrations, webinars and more.

Chat

6. NEXT, click the **telephone icon** that appears on the left in the grey control bar, and make sure your speaker volume is on and turned up on the laptop.

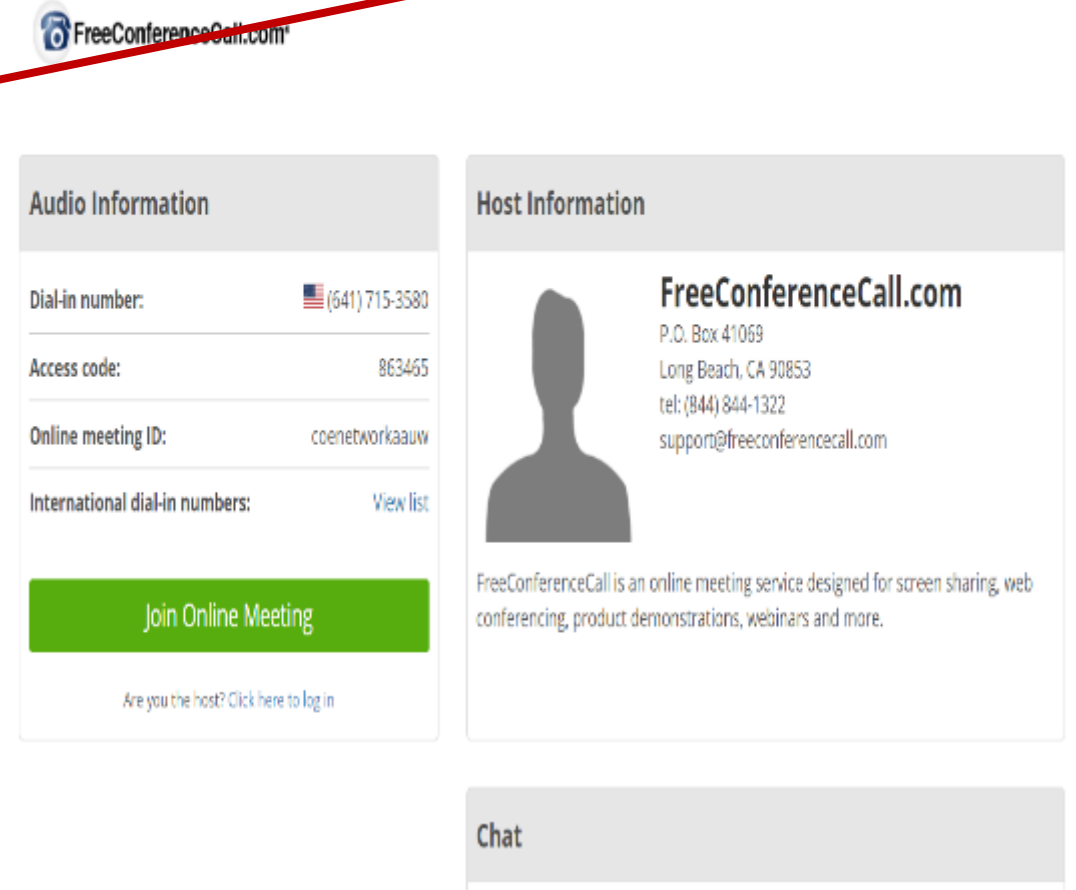
7. You can also open the list of attendees and click the microphone in order to mute your line.

8. You will be able to -

- See the presentation,
- Listen to the presenter,
- Participate in the online chat.

NOTE: If you do not have access to a computer, you can participate via teleconference: xxx-xxx-xxxx passcode xxxx#

Host can send via email the presentation to attendees



FreeConferenceCall.com

Audio Information

Dial-in number: (641) 715-3580

Access code: 863465

Online meeting ID: coenetworkaauw

International dial-in numbers: [View list](#)

[Join Online Meeting](#)

Are you the host? [Click here to log in](#)

Host Information

FreeConferenceCall.com

P.O. Box 41069
Long Beach, CA 90853
tel: (844) 844-1322
support@freeconferencecall.com

FreeConferenceCall is an online meeting service designed for screen sharing, web conferencing, product demonstrations, webinars and more.

Chat



ADVANCED FEATURES

Host
Attendee



ADVANCED HOSTING

HOW TO RECORD & REPLAY AUDIO CALL: FROM PHONE

Recording Instructions

- During the free conference call, the host can start recording at any time by pressing *9 and 1 to confirm.
- Participants will be notified that the recording has been started.
 - To stop recording, press *9 again and 1 to confirm.

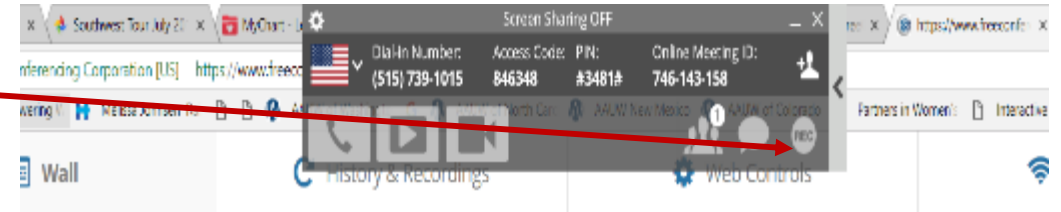
Accessing Recordings

- As the Host you can access recordings of the meeting:
 - Go to your Account Info page, click **Profile** then select **History & Recordings**.

HOW TO RECORD A WEBINAR: FROM COMPUTER

How to Record:

1. Launch the desktop application and click **Record**.
Or
2. Click **Host** and then **Record** on the Meeting Dashboard.
3. Select recording options (audio, screen sharing, video) and **Continue**.
 - **AUDIO:** To record audio, check the **Audio** box, click **Continue**, choose your audio preference and follow the instructions.
 - **SCREEN SHARING:** To record screen sharing, check the **Screen Sharing** box, select items to share and click **Start Sharing**.
 - **VIDEO FEED:** To record the active speaker video feed, check the **Video** box and click **Start Sharing**.
 - Recording will begin immediately.
 - **Note:** Only one video feed will be recorded based on the active speaker.
4. To stop recording, click **Record**.



Note: When you exit the meeting and close the Meeting Dashboard, a pop-up window will appear with a link to your recording. Access the recording by clicking the link, copy the link to clipboard or go to History & Recordings from your Meeting Wall.



ADVANCED ATTENDEE



PLAYBACK INSTRUCTIONS FOR MEETING ATTENDEES

OPTION 1:

Participants will receive playback number and access code from the Host

- The playback number is different from the conference dial-in number.
- When participants call into the recording playback number, they will be prompted to:
 - Enter the access code and
 - Then enter the reference number for a specific recording.
- Once confirmed, the system will play back the recorded conference.
 - During playback, the user can scroll forward or backwards through the recorded conference using phone keypad commands.

OPTION 2:

The recording can be downloaded and shared

or

Shared via a link that is pasted into an email, to social media or on a website.

Host will provide attendees