

Virtual Meeting Tips & Tricks

- **Do a test run** with at least one other co-leader(s); ideal if you can include 2-3 volunteers/parents
- ****Check privacy settings:** most meeting privacy settings default to public, which can allow meetings to be hacked by ‘trolls’ and show disturbing content to participants. Be sure to switch from ‘public’ to ‘private.’
- ****Girls under 13 require a parent present during meetings.**
- **To get the meeting started:**
 - Either take role based on your troop / service unit roster or ask people to type their name in the chat as they join
 - For Skype / Google: Be sure to have participants email the organizer(s) their Skype username or gmail email address at least a day or two before the meeting.
 - Consider organizing this into a list and sharing with the rest of the troop so everyone has key contact info
 - For Skype / Google: Agree on a meeting time ahead of time and ensure all participants know to be at their computer/tablet to accept your incoming ‘call’
 - Zoom is the only one that allows you to email/text a phone number and meeting link ahead of time
- For the first meeting (or two), take a moment to **orient participants to the features** of the meeting service you choose before jumping into your agenda or discussion.
 - How to mute (i.e. is it the microphone image/button in the top right? At the bottom center of the screen?)
 - Also, ask participants to use the mute feature once they sign in to minimize confusing background noises in the homes of people who aren’t talking. Then ask them to unmute if you ask a question (and you may need to remind them to mute again once they’ve answered the question or shared their info)
 - How to turn on video (i.e. the video camera image/button next to the microphone?)
 - Where is the chat (i.e. the talk bubble on the right or left, etc)
- **Video** is more engaging for participants and holds participants accountable from multi-tasking
 - Once you’re more comfortable using your virtual meeting service, think of ways to share opportunities for girl participants to talk or demonstrate as well.
- **Chat Features**
 - All of the services have a chat option, which is good to minimize people talking at the same time.
 - Designate another adult or older girl to monitor the chat (if it exists) for questions
 - Typically, you can use chat to share documents with participants
- Links to each service’s help info:
 - FreeConferenceCall.com: <https://www.freeconferencecall.com/support>
 - Zoom: <https://support.zoom.us/hc/en-us>
 - Google Hangouts: <https://support.google.com/hangouts>
 - Skype: <https://support.skype.com/en/skype/all/>

Features	FreeConferenceCall.com	Zoom	Google Hangouts	Skype
Free	✓	✓	✓	✓
Participant limit	1000	100	50	25
Time limit	None	40 min	None	None
Participant account required	No	No	✓	✓
Organizer account required	✓	✓	✓	✓
Dumb phone friendly	✓	✓	✓	✓
Computer friendly	✓	✓	✓	✓
Tablet friendly	✓	✓	✓	✓
iPhone/Android smartphone friendly	✓	✓	✓	✓
Video function	✓	✓	✓	✓
Chat function	✓	✓	✓	✓
Screenshare function	✓	✓	✓	No