

1. Opening Prayer
2. Introduction
 - a. Bio
3. Who is in the room?
4. Overview
 - a. What do most people think about when they hear “online meeting”?
 - b. Why bother with online meeting?
 - c. What you’ll need
 - d. What to do
5. What is the average experience of a tele-meeting?
 - a. Video
 - b. Holding online or telephone meetings is hard!
 - i. Requires a different set of skills
 - ii. Eliminates subtle social and body language cues that we use to communicate
 - iii. Calls for more intentional preparation
6. So if it’s so hard, why hold a meeting online?
 - a. Saves time
 - b. Saves money
 - c. Allows geographical representation among participants
7. Equipment Needed
 - a. Device (Computer, laptop, tablet, smart phone)
 - i. All services we’re discussing are cross-platform (Windows, Mac, Android, iOS)
 - b. Front-facing Camera
 - i. Needed for video
 - ii. Good camera ~ \$30
 - iii. May be built in in laptops, phones, tablets (req: front-facing)
 - c. Headphones
 - i. Strongly recommended
 - ii. Reduce echo/feedback
8. How to run a great online meeting
 - a. Send out agenda in advance
 - i. More than just a list of agenda items
 - ii. Assign a time for each item and who is responsible for it
 - b. Use video if available
 - i. Visual cues and non-verbal language make for better communication
 - ii. Try to look at the camera, not the screen
 1. Maintains eye contact
 - iii. Small gestures
 1. Less distracting
 - c. Don’t allow people to mute themselves
 - i. May seem counter-intuitive
 1. Muting reduces background noises, overlapping chatter

- 2. Encourages participants to do other things
 - ii. Ask them to close doors, mute phones
 - iii. May discourage introverts
 - d. Unless you have someone with lots of background noise
 - e. Do not pray aloud together!
 - i. Story: first online meeting prayer
 - f. If screen-sharing is enabled, use visual aids
 - i. Agenda
 - ii. PowerPoint
- 9. Google Hangouts
 - a. Advantages
 - i. Free
 - ii. Can broadcast to wider audience via YouTube
 - iii. Records to YouTube
 - iv. Watch YouTube videos together
 - v. Simple interface
 - b. Disadvantages
 - i. Requires Google account for all participants (extra steps are always a hinderence)
 - ii. Max 10 participants
 - c. Demonstrate
- 10. Skype
 - a. Owned by Microsoft
 - b. Advantages
 - i. Free
 - ii. Up to 25 participants
 - iii. Increasingly used by people
 - 1. Skyping with the grandkids!
 - c. Disadvantages
 - i. Requires account for all participants
 - ii. Max of 2 participants with video (10 if you pay for premium)
 - iii. Connection issues due to underlying infrastructure
 - iv. Ads interrupt video
 - d. Demonstrate
- 11. GoToMeeting
 - a. Citrix product
 - b. Advantages
 - i. Only organizer account required
 - ii. Downloads/installs quickly
 - iii. # of participants depends on plan
 - 1. \$19 per month (\$182 per year) = 5
 - 2. \$49 per month (\$486 per year)= 25
 - iv. All participants can see each other via video
 - 1. No video if you start on mobile device

- v. Easy recording available
 - 1. Not available if started on mobile
 - 2. Automatically saves to computer at end of meeting
 - c. Disadvantages
 - i. Cost
 - ii. Cost may be mitigated by other savings
 - 1. Travel
 - 2. Food
 - d. Demonstrate
12. Other Services
- a. Oovoo
 - i. Free video chat
 - ii. Up to 12 attendees
 - b. Office 365
 - i. Requires 365 subscription
 - c. Apple FaceTime
 - i. iOS only
 - ii. Only supports one-on-one conversations

RESOURCES

Effective Teleconferencing podcast (Manager Tools)

<http://bit.ly/teleconferencing1>

<http://bit.ly/teleconferencing2>

<http://bit.ly/vidconferencing>

Q&A

Thank you