Alternatives to Meeting in Person
Presenters

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Welcome and Logistics

• Use the **Event Chat** panel to introduce yourself
  • Name, organization, location, etc.

• Ask questions in the **Q&A** panel

• Technical issues? Chat directly with the moderators

• Audio issues? Try dialing in: (415) 466-7000 | 3940461 #

• Need to leave early? The recording will be sent within 24 hours
Check in Polls

How familiar are you and your community with webinars/virtual meetings?
• I have participated in virtual meetings
• I have hosted/facilitated virtual meetings
• I often facilitate virtual meetings comfortably

Answer briefly on your worksheet
• One thing I hope to get out of today is...
Outcomes for today

After today we hope you:

Think differently about virtual meetings

Feel connected to community & confident to move forward

Learn about resources

Know your next steps..
Agenda

• What is a virtual meeting?
• Establishing a purpose
• Select your method/technology
• Prepare participants
• Facilitator preparation
• Engagement
• Transfer of knowledge
• Next steps
What we know about virtual meetings

- The technology is available
  - There is an explosion of options
  - Has been increasing steadily over time
- It is NOT the same as in-person
- *Can* bring in a larger and more diverse audience (captioning, remote accessibility, etc.)
Establishing a purpose

• Establish the why of the meeting
• Why a virtual meeting as opposed to:
  • an email, text, video clip or other way to share the message
• Use best practices for meeting planning
• If you decide to meet, make sure you are clear on the why

“My God . . . those meetings really could all have been e-mails.”
### Technology platforms *(this is not an endorsement)*

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<tbody>
<tr>
<td>Zoom</td>
<td>✓</td>
<td>100 / 500 (with add-on)</td>
<td>✓</td>
<td>Up to 40 minutes free WN Members: 20% off</td>
<td>Closed captioning included</td>
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<tr>
<td>Bluejeans</td>
<td>✓</td>
<td>100 / 200</td>
<td>✓</td>
<td>90 day free trial for “First Responders and NGOs”</td>
<td>Breakout rooms in Meetings</td>
</tr>
<tr>
<td>GoToMeeting / GoToWebinar</td>
<td>✓</td>
<td>26 / 1000</td>
<td>✓</td>
<td>Free for 3 months</td>
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<td>Microsoft Teams (aka Skype for Business)</td>
<td>✓</td>
<td>250/10,000 with upgrade version</td>
<td>With upgrade version</td>
<td>Connects with Office 365</td>
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<tr>
<td>Skype</td>
<td></td>
<td>50</td>
<td></td>
<td>Free</td>
<td>Ideal for small groups</td>
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<td>Facetime</td>
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<td>32</td>
<td></td>
<td>Free for Apple users</td>
<td>Ideal for small group</td>
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<tr>
<td>Google Hangout</td>
<td>✓</td>
<td>25</td>
<td>✓</td>
<td>Premium version free until July</td>
<td></td>
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Build your agenda

• Keep in mind your desired outcomes
• Use the worksheet to begin planning your next virtual meeting
  • Audience
  • Purpose (Why?)
  • Desired Outcome(s)
Prepare and invite attendees

• Make log-in instructions as simple as possible
  • Include captioning information if available
• Be available to answer questions before the meeting
• Send handouts ahead of time
• Share resources/activities to help them prepare for the meeting
• Have technology troubleshooting advice ready
Meeting Preparation

- Production considerations
  - Internet: WiFi is spotty – hardwired is best
  - Video: consider lighting, angle, background
  - Audio: headset, use phone or computer audio
- Assign Roles (facilitator, moderator, notetaker, etc.)
- Comfort with technology
  - Understands platforms capabilities
  - Do a run through if able
  - Log in early at a minimum
Creative Engagement

• How can you re-create the in-person atmosphere?
  • Put them in the right head space before
  • Ask them to *do* something (minimize the passive audience)

• What tools are at your disposal?
  • Chat
  • “Raise Hand”
  • Polls
  • Break-out rooms
  • Visual/audio interaction
Resources

• **How to Prepare & Manage Your Nonprofit Organization for Teleworking in Light of COVID-19** free webinar
  - IMMEDIATELY FOLLOWING – Sign up now!
  - Hosted by Hawai‘i Alliance of Nonprofit Organizations

• **Facilitating Online Meetings**
  - with sample agenda!

• **Resources for Virtual Training Design and Facilitation**

• **Virtual Workplaces: Technology and HR Considerations**

• **Managing Remote Employees**
  - On-demand course from Washington Nonprofits

• Make your event accessible:
  - **ACS Captioning** (live captions, post-event captions, closed captions, ASL interpreting)
  - **Top Five Web Accessibility Barriers**
  - **Accessible Meeting and Event Checklist**
Thank You!

• Expect an email soon with the webinar recording, materials, and other trainings you may be interested in

Stay in touch!

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