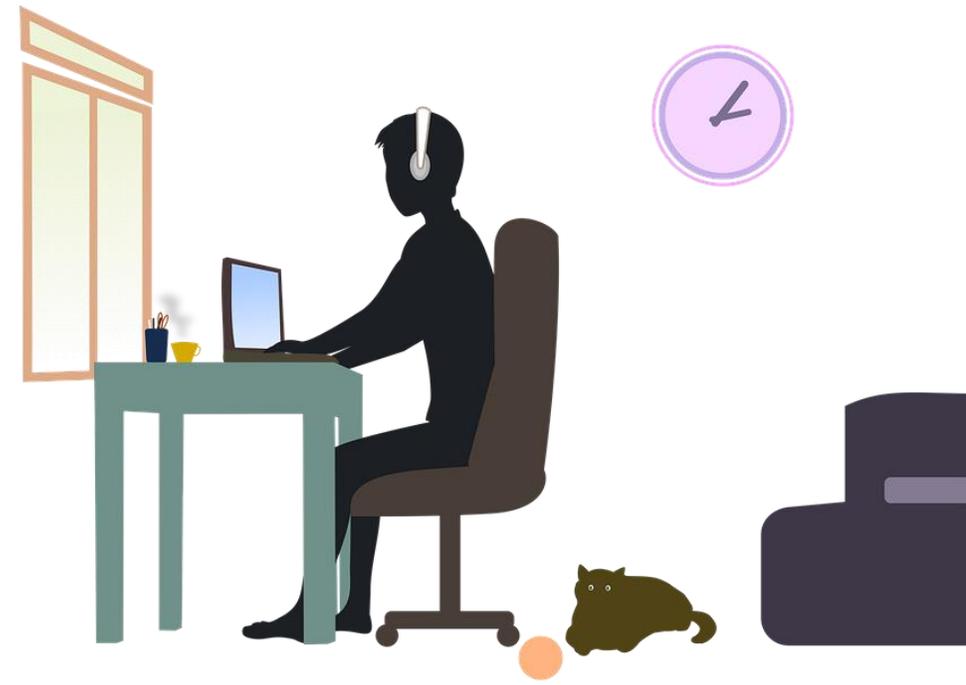


Technology & Communications Webinar  
August 13, 2020

# Remote Communications Tools



# Your Hosts

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**Kayla Vix, Communications  
Manager**



**Christina Davis, Special Projects  
Manager**



**Jason Johnson, Director IT**



# Defining Your Needs

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- **What business needs to be done? What can wait?**
- **Do we need to provide a way for attendees to be included in the dialogue?**
  - Does that have to be verbally? Does it need video?
  - Can it be email or text, or can it be either?
- **Do we need to provide a voting mechanism?**
- **Do we need to present or share materials?**
- **Are we offering options for phone and computer-based participation?**
- **Are we making accommodations for members as needed?**
  - Have you accounted for members with hearing or vision impairments?
  - Have you accounted for members who do not have reliable access to a computer or internet connection?



# Governance

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- **Carefully review your League’s bylaws and the specific wording around meetings and items that need to be voted on.**
  - What flexibility in location, format, or timing is offered?
  - Is this flexibility explicitly stated?
  - Are there provisions for emergencies or extraordinary circumstances?
  - What power is given to the President, Board, or members to alter the rules?
- **If a virtual meeting is not explicitly accounted for in your bylaws,**
  - Review the nonprofit laws of the state your League is incorporated in for further guidance. Most states have relaxed all regulations around this in 2020 and we’ll likely start to see updated guidance around this for 2021.
    - These can usually be found on your Secretary of State’s website or by googling "[State]'s Nonprofit laws.
  - Use BoardSource for further guidance or to “Ask An Expert”





# Platforms: Free or Included

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- **Many cell phones allow you to conference up to 5 people together.** The exact number varies by phone, carrier, and operating system.
- **You can have up to 32 people on Facetime and 50 on Facebook Messenger**
- **Google Hangouts** lets you video chat with up to 100 people for 60 minutes (24 hours through Sept 1<sup>st</sup>).
- **Microsoft Teams** free plan lets you host up to 50 people for 24 hours.
- **Ring Central's** free plan lets you host unlimited 2 person video calls and up to 100 people for a 40-minute call
- **Zoom's** free plan lets you host unlimited 2 person video calls and up to 100 people for a 40-minute call.
- **Skype** is still great. Many of us have used skype to stay in touch with friends and family and it can still be used for internet-only "calls" at no cost for up to 50 people.



# Platforms: Paid

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- **Zoom** (<http://zoom.us>). Zoom's paid service is ~\$14.99/month per account and goes up from there depending on what you need.
  - Zoom offers different add-ons for increased capacity and services. A basic paid account allows for only 100 attendees in a meeting style.
- **Microsoft Teams**. If you are already an Office365 user, Teams can be a great option for up to 300 participants. They have paid plans starting at ~\$5/month.
- **GoToWebinar** (<https://www.gotomeeting.com/>). This service starts at \$49/month per account and increases depending on what you need.
- **Ring Central** (<https://www.ringcentral.com/>) Ring Central's paid services is \$14.99/month per account and goes up from there. It is well suited to meetings of 4-24 people but can handle thousands.



# Other Options

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- [Join.me](#) has a low cost video and conference call options that ~\$10/month may meet your needs. It is very similar to Zoom.
- [AnyMeeting](#) free and low cost webinars
- [FreeConferenceCall.com](#) (free teleconferencing; dial in numbers are not toll free). Due to high demand, it is recommended you start meetings at :05, :10 or 15 minutes after the hour.
- [FreeScreenSharing.com](#) (free online meetings; uses [freeconferencecall.com](#) for audio)
- [ooVoo](#) (video chat for small groups)



# Bottom Line

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- Do as much as you can with the free or included services and via email/texting
- Use Ring Central, Join Me, Teams, or Zoom as a paid service
- If you participate in Tech Soup you may get discounts
- Use FreeConferenceCall.com if you have folks with unreliable internet
- Be flexible.



# Best Practices

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- **Mute yourself if you are not talking.** Even small noises while you are not talking can degrade the audio quality of the person who is talking.
- **Use a separate microphone or camera** or consider dialing in with a phone to improve your audio. Microphones and cameras built into computers are often of very low quality. Check **thewirecutter.com** for recommendations.
- **If you are on video be aware of what is behind you.**
  - If you have a window behind you probably be a silhouette and not visible.
  - A high traffic area behind you may have children, pets, and housemates wandering through.
  - The art on your wall may say more than you are comfortable with in a professional context.
- If you are recording you **must verbally inform all participants that the conversation is being recorded.** Laws vary by state but it is a best practices regardless of the law.

# Security Best Practices

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- **Use waiting rooms.** Zoom and others have now enabled waiting rooms by default. This means the meeting host(s) have to move participants from the waiting room into the meeting. This helps prevent “Zoombombing”.
  - Zoom's webinar platform does not offer waiting rooms
- **Don't publish links/codes to your meetings on public sites.** Any one with a link can access your meeting. Using waiting rooms helps but not making the link available is best.
- **Know how to kick people out of you meeting.** Even with waiting rooms you may find an unwelcome guest in your meeting. Make sure you know how to remove someone.
- **Consider disabling file sharing and chat.** Disabling these features can reduce the mischief that can be done but these features can be valuable for working groups. You should make this decision on a case-by-case basis.

# Public Presentations / Events

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## Content

- Updates on [lww.org/covidguidance](https://lww.org/covidguidance) for LWVUS-created resources related to COVID or 2020 elections
- Virtual/debate guidance on the covidguidance page
  - Upcoming webinar on this – date TBD
- Tool kits, talking points, high school lesson, past relevant webinars
- **Webinar on Virtual Planning from the LWVUS Convention Planning Team: September 2 at 3pm ET.**

# Public Presentations / Events

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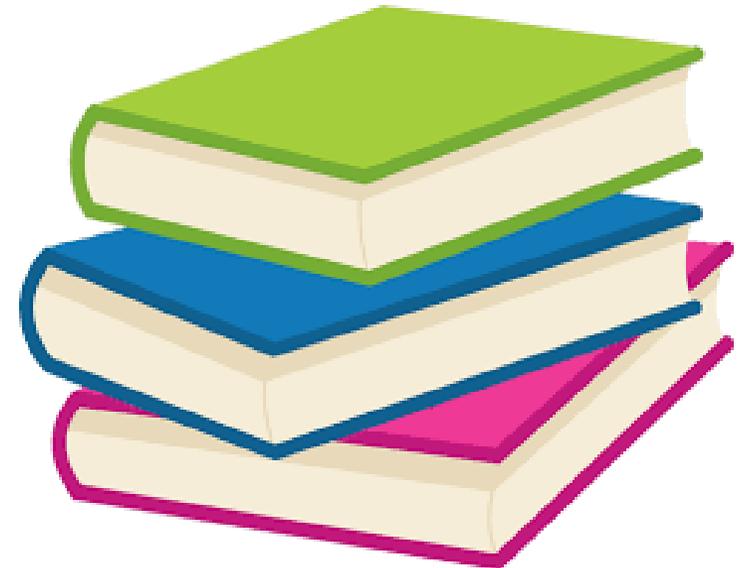
## Tools

- **Will you have multiple presenters and/or a large audience?**
  - Many of the meeting platforms previously described:  
GoToWebinar, Zoom Video Webinars
  - Zoom or GoToWebinar+ YouTube or Facebook Live
  - Lightstream Studio + YouTube or Facebook Live
- **Will you just have one presenter and/or a large audience?**
  - Any of the above
  - Facebook Live, Periscope (Twitter), Instagram Live
  - Pre-recorded video
- **Open Broadcast Studio (<https://obsproject.com/>)**
  - Digital effects

# Resources

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1. Bookmark [lwv.org/covidguidance](https://lwv.org/covidguidance)
2. A recording of this webinar will also be available on this page





## Our Next Topic

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# Election 2020 Messaging

September 10, 4:30pm ET

October 8, 4:30pm ET