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Conducting Successful Virtual Meetings: Getting Started with Technology Considerations

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Presenters:

Pat Chambers

Allan Cummings

Stephanie Jensen

Evaluation Survey & Contact Information

Your feedback on this webinar is important to us. At the end of the presentation you will be asked to complete an evaluation. Please click on the link provided at that time and fill out the brief survey.

Pat Chambers – pchambers@heartlandilc.org

Allan Cummings – allan.cummings@wyo.gov

Stephanie Jensen – stephanie.jensen@wyo.gov

What You Will Learn

- The concept of virtual meetings along with benefits and challenges.
- Platform, technology, equipment options and features that best fit your organization's needs and improve the conference room virtual meeting experience.
- Strategies to overcome common pitfalls with conducting virtual meetings.
- Informed decision-making process and strategies for implementing virtual meetings through case studies and examples.

What are Virtual Meetings?

- A virtual meeting is an event or series of events where participants join in from multiple locations. A virtual meeting may be held “real time” where everyone is participating at the same time, often by teleconference and/or video conference.

Examples of Virtual Meeting Platforms

- Missouri uses WebEx
- State of Wyoming Executive Branch uses Google Hangouts
- Many states use GoToMeeting
- Will give our experiences, but also ideas on working with any platform

Including the Public

- Availability of a physical location for the public
- And/or a phone number for the public to call in
- And/or a link for the public to connect online
- Follow your state's public meeting laws

Benefits of Virtual Meetings

- Reduced cost from reduced travel
- Time savings
- Avoiding potential dangerous weather and safety
- Availability to meet anytime and anywhere

Challenges of Virtual Meetings

- Not everyone has a webcam or computer
- Some still have old devices
- Internet bandwidth varies across locations, especially rural and frontier areas
- Audio quality
- Interference from adaptive software
- Anti-virus software
- Learning new technology

Ways Around Challenges

- Consider loaning webcams.
- Partner with State agencies and CILs for equipment and Internet (not a catch all).
- Send links with tools to members to verify equipment is working
- Practice session(s) long before actual meeting.

Audio

- When on an individual computer, use headphones – prevents an echo.
- Phone number within platform (audio from phone callers comes through computer speakers).
- Google Hangouts uses Uber Conference for direct dial participants.
- Google Hangouts is moving to phone number within the platform.
- Most of them are not toll free numbers which presents the opportunity for long distance bill with participant's long distance provider.

Accessibility

- Screen readers – specify in setting of platform that a screen reader is being used.
- Captioning – use a service that does remote captioning on a regular basis.
- ASL – Invite an ASL interpreter as another participant.
- Google (and possibly other services) are working to improve accessibility and overall technology.

Questions & Answers

Google Hangouts

- Google Apps for Work customers has a capacity for 25 participants on Google Hangouts.
- Non Google Apps for Work customers has a capacity for 10 participants on Google Hangouts.
- Can invite participants from any e-mail address.
- Helps at <https://apps.google.com/learning-center/products/hangouts/#/list>.
- All participants have the opportunity to be able to screen share documents and/or browser-based material in the meeting.

WebEx

- Missouri has paid for 25 participants.
- Missouri hasn't used the white board feature.
- They have shared documents.

More Hints

- Technology is improving.
- Have back ups.
- Practice, practice, practice.

Hints on Equipment

- Consider your needs.
- Don't buy more than you need.

Room Size

- Subjective, every room is different.
- But for our purposes
 - Small – Seats 4-6 people at a round table (12' x 10').
 - Medium – Seats 6 to 10 at a round table (12' x 15').
 - Large – Seats 10 to 20 at a round table (20' x 15').
 - Board Room – Seats 20 to 30 people at a round table (30' x 20').

Webcams

- A webcam is a real-time video camera which enables two-way interactive communication from your computer or device.
- The cameras in this section have been tested by the IT department in Wyoming, but they aren't the only ones available.

Logitech C930e Webcam

- \$85 - \$149.99
- H.264 Scalable Video Coding (frees up PC bandwidth by processing video compression within the camera)
- 90 degree field of view (widest ever for a webcam), 1080p HD Video, 30 Frames per second
- Multiple Mounting Options
- Found at BHPHOTOVIDEO.COM or AMAZON.COM
- Works on Google Chromebox, Chromebook, Mac or PC
- Recommended for desktop and small to medium-sized conference rooms



Logitech HD C920 Webcam

- \$49.99 - \$120
- Great for laptop or desktop computer
- Built-in Microphone
- High quality dual microphone for stereo audio
- 78 degree field of view, HD 1080p video calling
- Camera base has an attachment for tripod connection
- Desktop, small to medium sized conference rooms
- Works on Google Chromebox, Chromebook, Mac or PC



Logitech BCC950

- \$215 to \$250
- 1080 HD and 30fps
- Recommended for small to large sized conference rooms
- Pan, Tilt and Zoom capabilities
- 78 degree field of view and 180 degree video pan
- Built-in speaker and noise-cancelling microphone
- Remote control and base button control
- <http://www.logitech.com/conferencecam>
- Works on Google Chromebox, PCs and iOS (Apple)



Logitech PTZ Camera

- \$799.99
- 1080p HD and 30fps. H.264 scalable video coding
- Recommended for small to board-room sized conference rooms
- Pan, Tilt and Zoom capabilities. 90 degree field of view. 260-degree pan, 130-degree tilt
- USB 2.0 (USB 3.0 ready)
- Requires a separate microphone/speaker source
- Remote control
- Google Chromebox, Chromebook, PC (Windows 7 or higher) and Mac (OS X 10.7 or higher)



Questions & Answers

USB Microphones

- USB microphones allow for real-time audio conferencing from your computer or similar device.
- The microphones listed in this section are recommended for small to large conference rooms.

Jabra Speak 410 Microphone Speaker

- \$85 - \$100
- Connect to a PC or Mac to use for video conferencing or voice calls
- Low cost way to turn more rooms into conference rooms for video or voice calls (Small to medium sized conference rooms)
- Omnidirectional Directional/Noise Filtered Microphone
- Digital Signal Processing that optimizes your voice and suppresses echoes
- Wideband-HiFi speaker



Jabra Speak 510 Microphone/Speaker



- \$100.00 - \$115.00
- Connect to a PC, Mac, tablets or mobile phones to use for video conferencing and/or voice calls. Plug and Play technology for small to medium sized conference rooms.
- Use with any Bluetooth enabled device for enhanced mobility and freedom.
- Omnidirectional Directional/Noise Filtered Microphone
- Digital Signal Processing that optimizes your voice and suppresses echoes.
- Crystal-clear, natural sounding calls

Jabra Speak 510+ Mic./Speaker



- \$130.00 - \$160.00
- Connect to a PC, Mac, tablet or smartphone via Bluetooth or USB (for small to medium sized conference rooms)
- Designed to optimize the experience of using a Unified Communications client
- Omnidirectional Directional/Noise Filtered Microphone
- Digital Signal Processing that optimizes your voice and suppresses echoes
- Certified support for Microsoft Skype for Business

Konftel 55 or 55W

- \$300 to \$500
- Compact Conference Phone that can be used with Google Hangouts. Works as the Microphone and Speaker source on Google Hangouts.
- Satellite Microphones available (55W only) that provide additional 750 square feet of omni-directional (360 degree) coverage.
- Works on Google Chromebox, PC and Chromebook
- <http://www.konftel.com/Products/Konftel55>
- Great for small to large conference rooms



Soundtech CM-1000USB

- \$68 - \$73
- Small to medium sized conference rooms.
14 square foot coverage area.
- USB omni-directional (360 degree) microphone pattern. Dual noise-cancelling elements, echo cancellation.
- Works with Windows XP 2003 / Vista / Windows 7 & 8 and Mac OS X 10.4 or later, Google Chromebox, Google Chromebook.



Soundtech CM-1000

- \$45 to \$70
- Small to medium sized conference rooms
- USB omni-directional (360 degree) microphone pattern
- Daisy chain with the Soundtech CM-1000USB microphone
- 3.5mm plug connects to the CM-1000USB or the microphone port on computer or laptop



Conference Room Solution

- Chrome Device for Meetings, webcam, table mic, handheld remote control. Will also need a TV or projector
- \$1000 initial purchase then \$250 annually for support/license renewal
- Option: connect the Konftel table phone, which doubles as the mic / speakers instead.



Recommended Accessories

- Additional accessories can further enhance the Google Hangouts/virtual meeting experience.

Headset or Earbuds

- Price varies
- Recommended for use on your PC, laptop or mobile device
- Cuts back on echo caused by audio coming through your speakers
- Easier to hear meetings in busy office environment



Headset Splitter

- \$7.00
- Recommended for use of headsets with 1/8" jacks on PC's with single headphone/microphone jack, Chromebook or Chromebox



Asus Wireless Keyboard and Mouse

- \$50 - \$60
- Compatible with Asus Chromebox for Meetings Device
- Device Type Keyboard and Mouse Set – wireless
- Requires 4 AAA Batteries (not included with the order)



C2G/ Cables to Go

- \$3 to \$9
- Extend the your microphone from 3 feet to 50 feet to cover a larger room
- 3.5mm Stereo Male to 3.5 Stereo Female
- Nickel-plated connectors for strain relief
- <http://www.amazon.com/C2G-Cables-40407-Female-Extension/dp/B0014WB5AW>



TRENDnet USB 2.0 Extension Cable

- \$19
- Extend your webcam or microphone to reach the center of a conference table in a larger room
- Compliant with USB 2.0, 1.1 (Type A)
- Fully forward and backward compatible
- Supports all USB speeds
- Supports Plug and Play for easy installation
- www.pcgears.com/usb-20-extension-cable-5-meters_oid325020.htm?gclid=CImvz_z51rYCFSJIMgodLDwAyA



Final Questions & Answers and Evaluation

Any final questions?

Please click the link below to complete the evaluation survey:

<http://www.surveygizmo.com/s3/2764807/CIL-NET-Webinar-Conducting-Successful-Virtual-Meetings-August-10-2016>

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