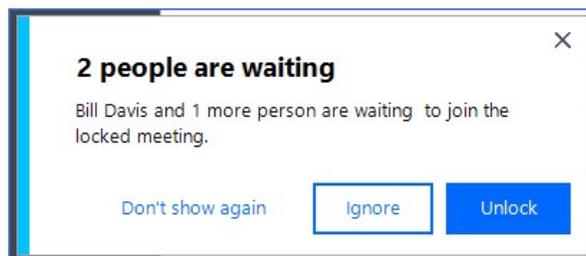
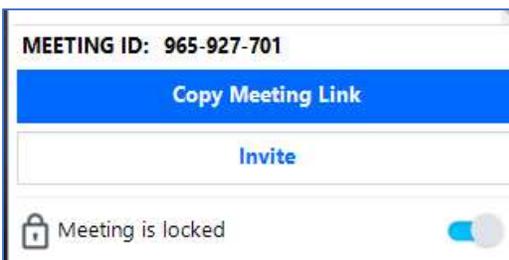


Hosting a Meeting in GoToMeeting

- Suggested webinar pricing.
 - Member: Webinar, \$15.00
 - Non-Member: Webinar, \$20.00
 - MiT/Student/Retired: Webinar, \$10.00
- Currently only 2 GCS GoToMeeting accounts
 - Only one GoToMeeting event can be active for each account
- 250 max participants by default
 - If needed, we can increase the max capacity by using add-on license
- Use of the GoToMeeting accounts must be submitted to the Section Programs Chair and Vice Chair (Carlos Torres and Bharath Rajappa).
 - Groups responsible for adding their webinar events to the spegcs.webinar@gmail.com Google Calendar.
 - Best to add place holders for all tentatively scheduled events for entire program year.
 - Additionally, need to confirm with Section Programs team to confirm which webinar account your group has been assigned.

Summary

- Zoom and GoToMeeting services offer a very similar feature set
 - Audio and webcam
 - Password option
 - Chat
 - Screen share
 - Meeting recording
 - Cloud storing
 - Whiteboard
 - File sharing
 - Joining via phone call
 - Keyboard/mouse sharing
- GoToMeeting Only Features
 - Unlimited meetings with no meeting time limit
 - Displays up to 25 webcam videos on the screen
 - Virtual background only available if using “paid” third party app (ChromaCam)
 - Attendee list with join/leave times stored on the GCS account.
 - Lock Meeting (could use as a “waiting room” but all those waiting would enter the meeting at the same time)

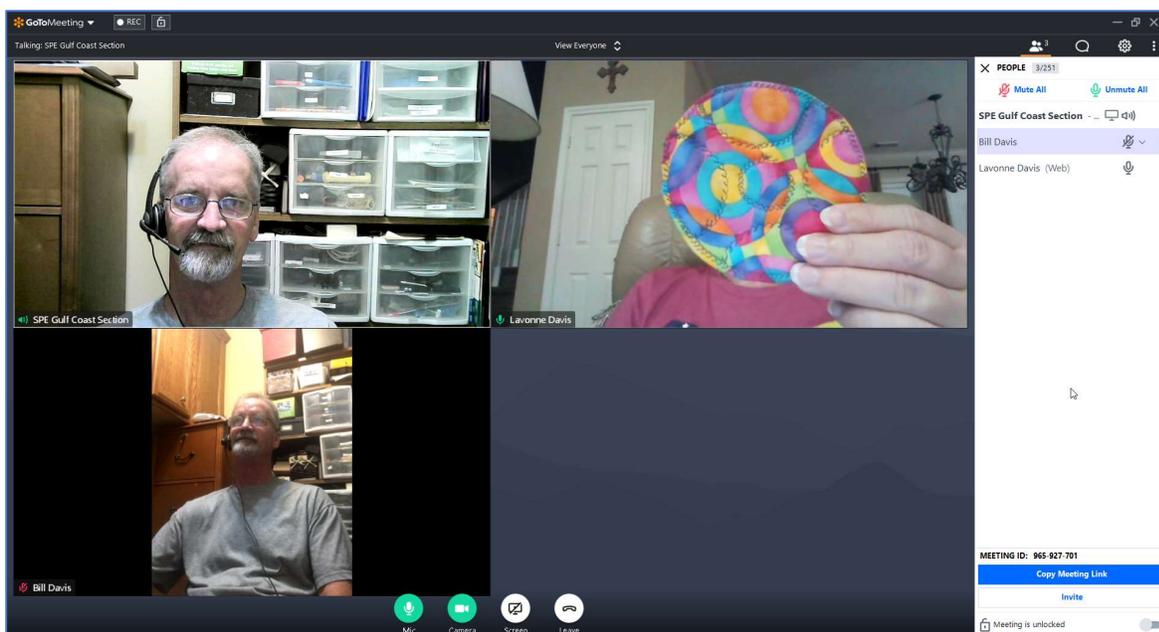


- Webcam Display Options
 - Everyone – Display all attendees in the meeting (those not sharing a webcam will have their initials in the tile)
 - Who's Talking – Display only the current speaker
 - Active Cameras – Display only those who are actively sharing a webcam
 - Hide Everyone – Display no webcams

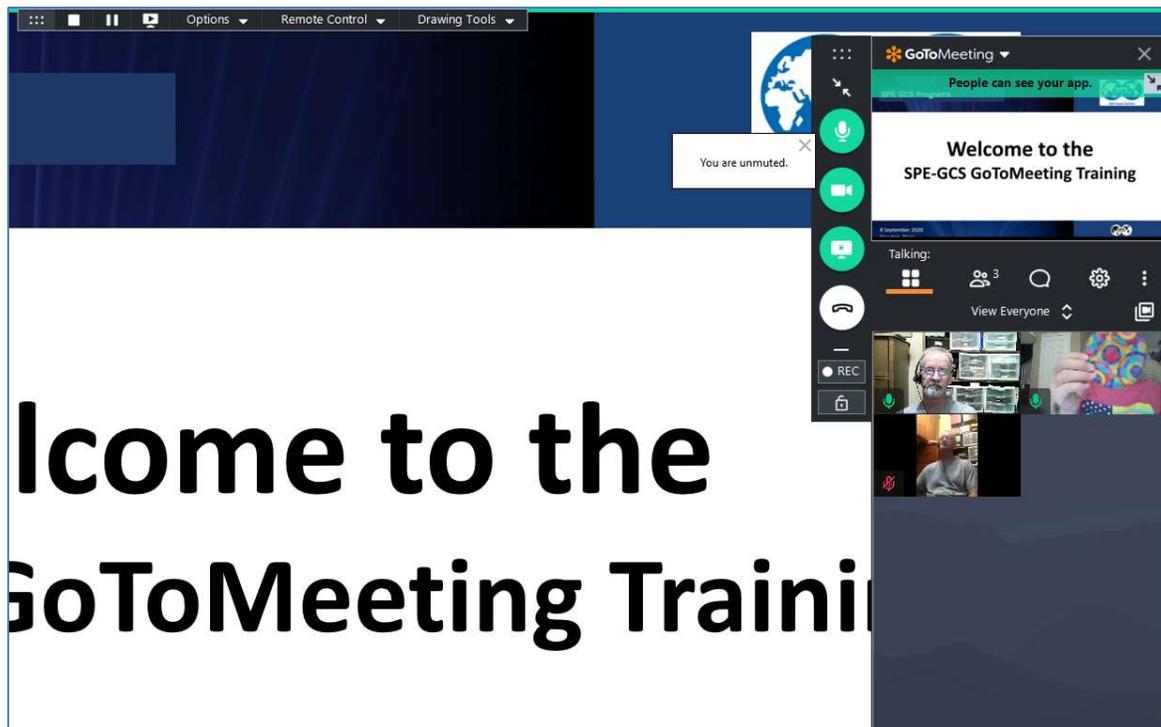


Organizer Controls

- The Organizer can assign additional organizers to help them manage the meeting, but once assigned you cannot take the organizer rights away. Be care with this.
- Organizer controls allow you, as the host, to control various aspects of a GoToMeeting event.
- If you are not currently screen sharing, the control icons will appear on the bottom of your screen. The host options are on the right and top left of your screen.

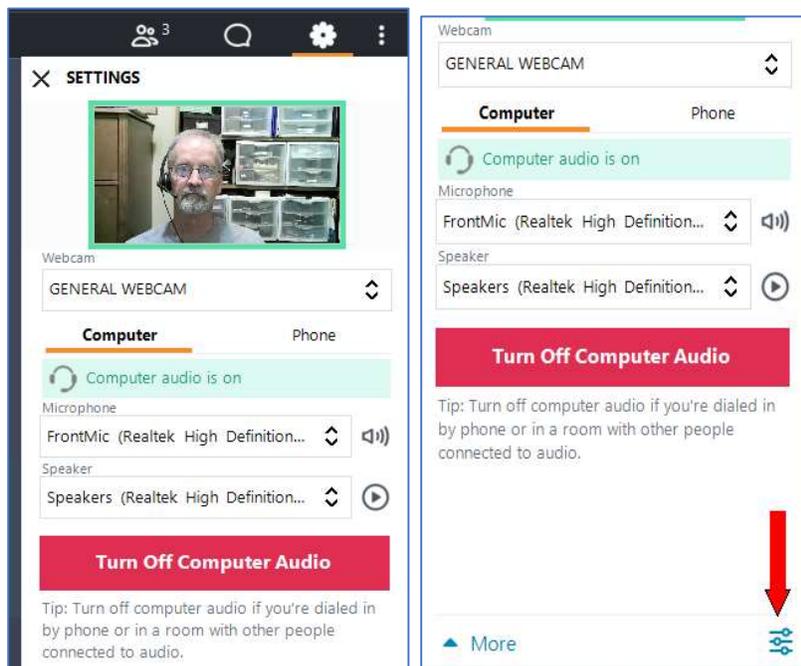


- If you are screen sharing, the control icons will appear on the right of your screen. The host options are on the right and top center of your screen.



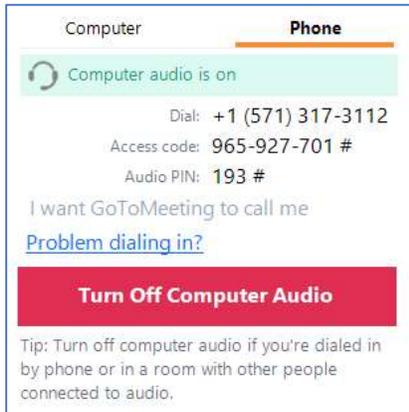
Specific Host Options

Settings

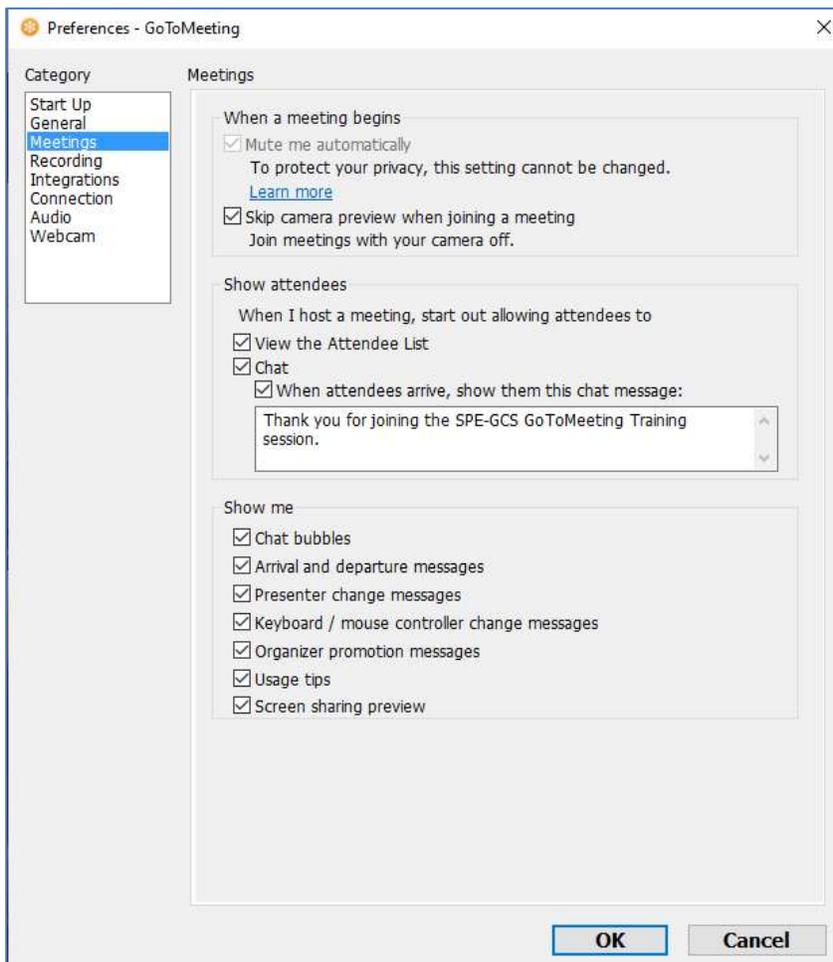


Audio Controls (In Settings)

- The participants can select the appropriate microphone and speaker to use.
- The participants can change their audio option during the meeting by turning off their computer audio and calling in using the displayed phone number.

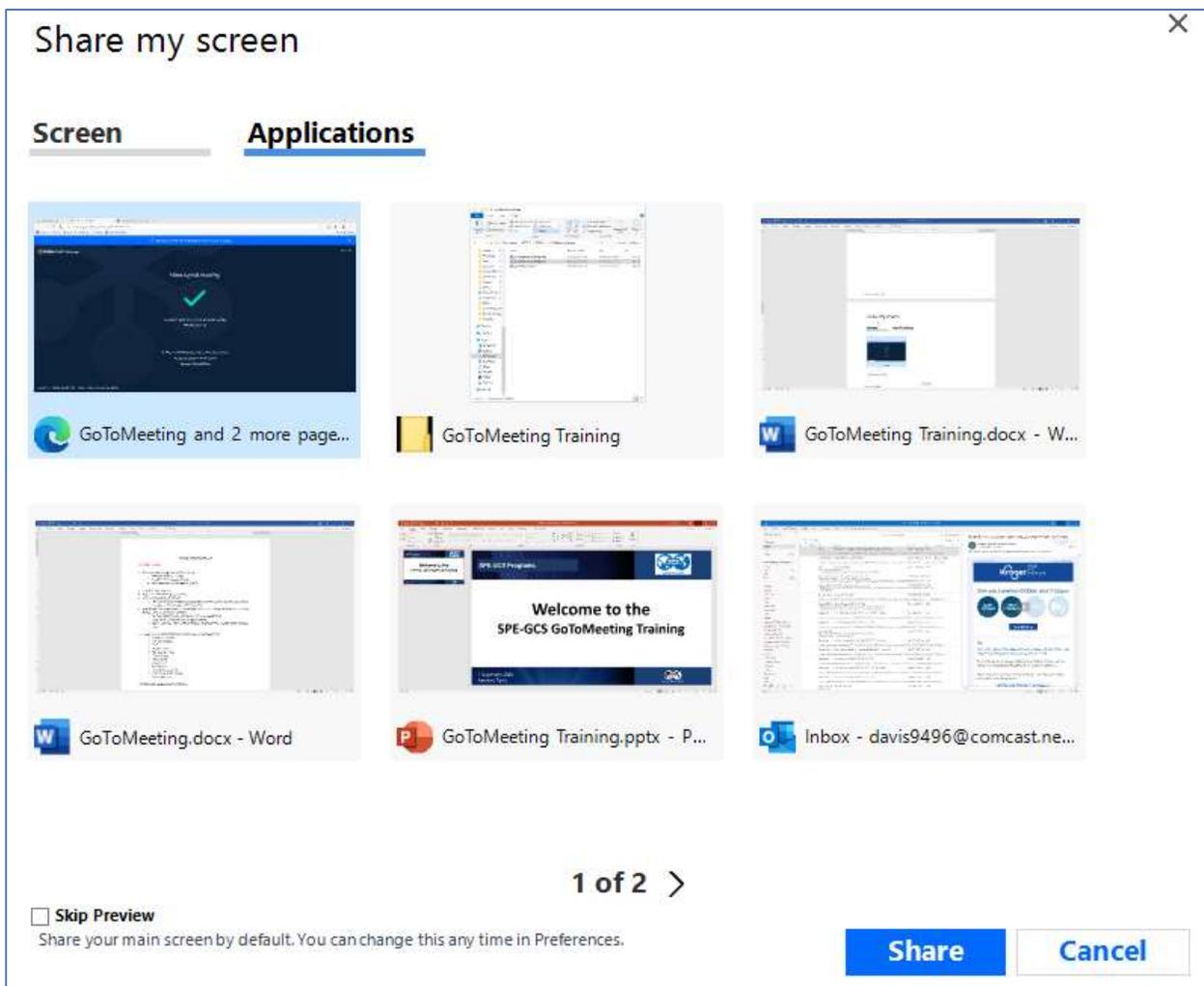
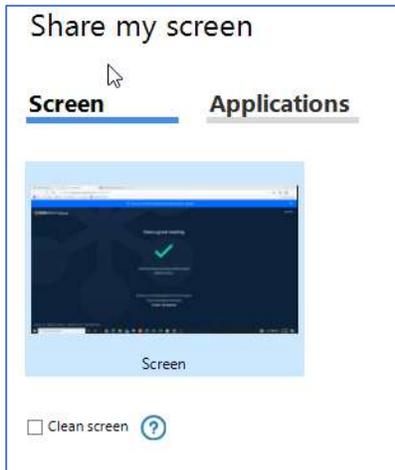


- These are common to all participants
- Typical issues are not selecting the correct Microphone causing audio quality issues.
- Preferences in Settings or top menu bar.
 - Show attendees options can be set prior to the meeting starting.

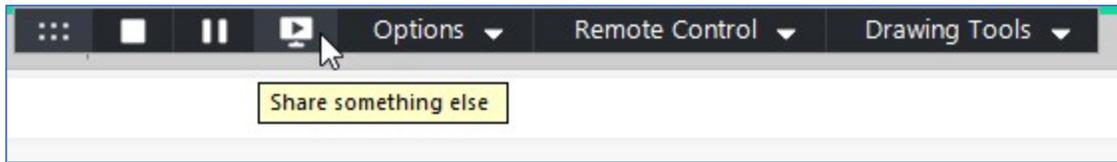


Share Screen

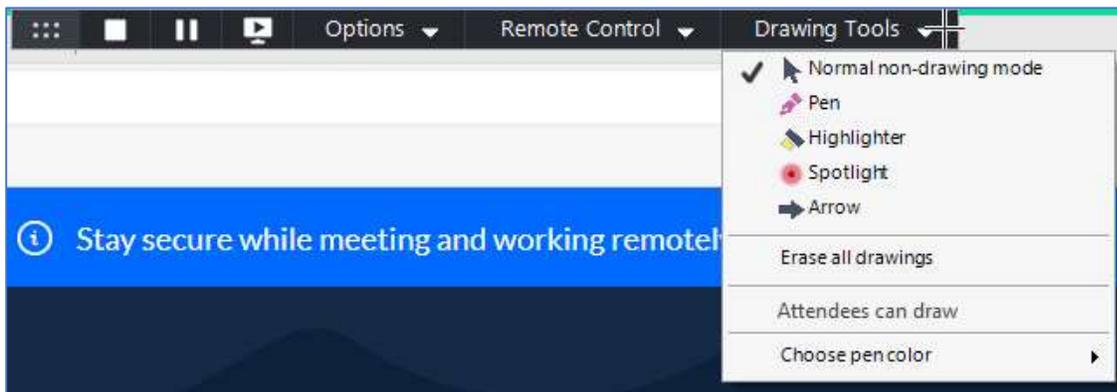
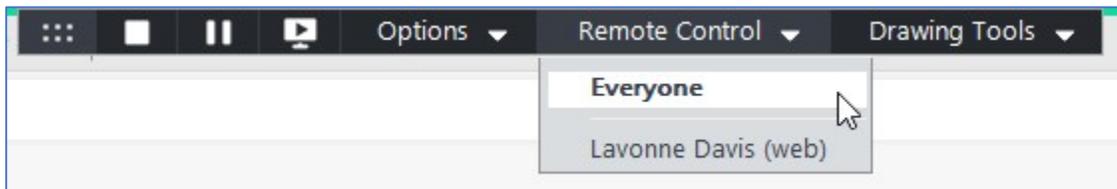
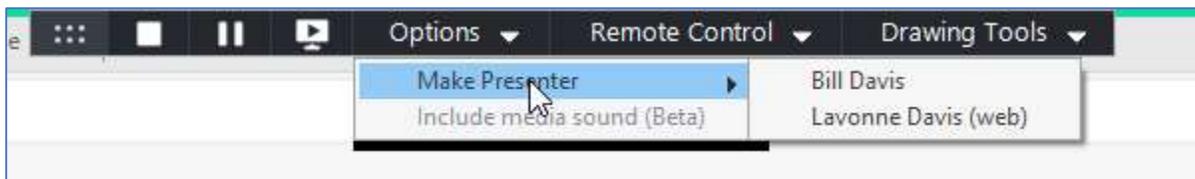
- Option to share “Screen” or “Applications”
- Sharing “Clean screen” removes the task bar (hides your open applications).



- You can change shared applications without stopping sharing using the menu bar on the top of the screen.

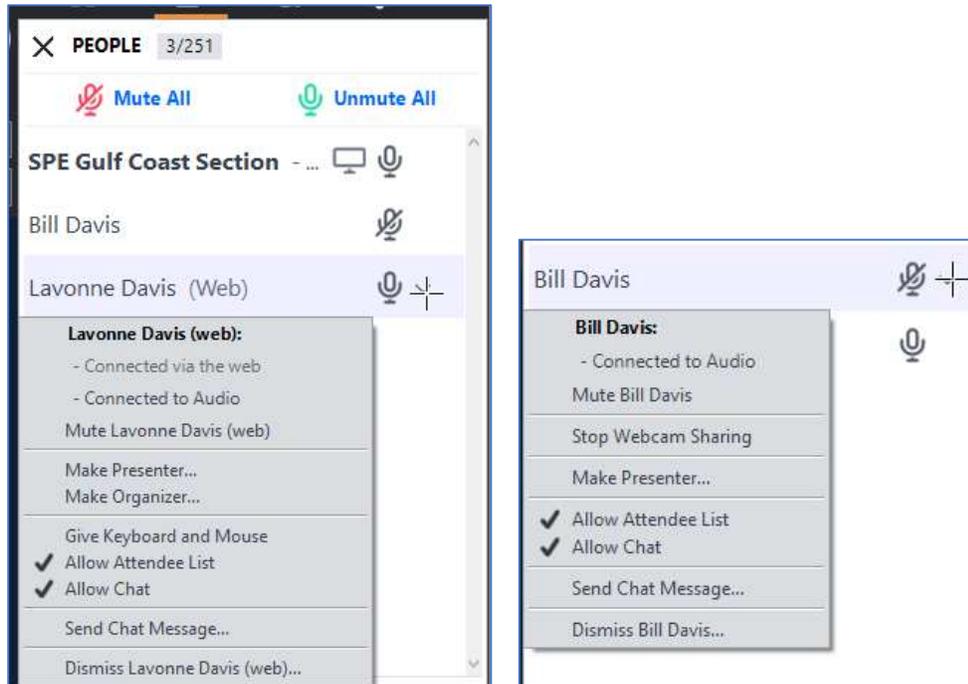


- Other options on top menu bar.
 - Change presenters
 - Let others have control of our shared application.
 - Using the drawing tools

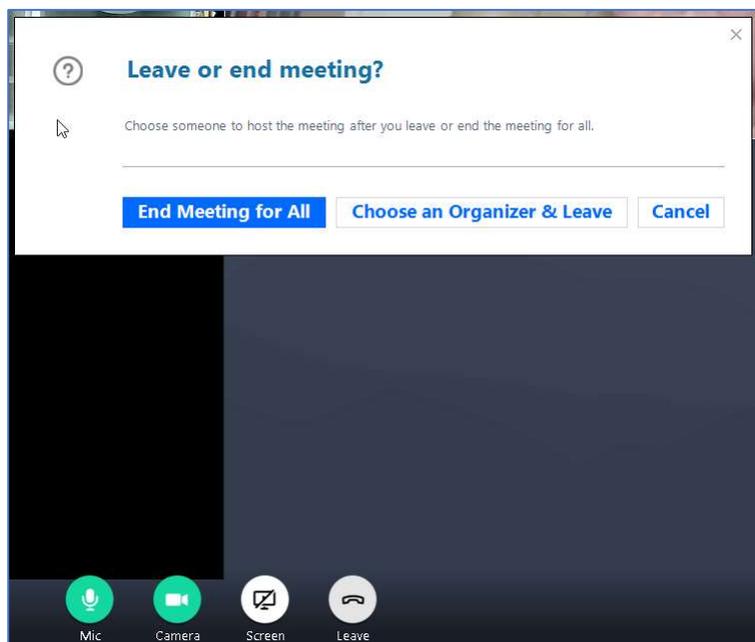


People

- List of all the participants
- Host can “mute all” at the beginning of the meeting
 - But participants can still un-mute themselves
- Selecting individual participant will bring up the options for each
 - Options will change depending on how they logged into the meeting



Leaving the meeting options



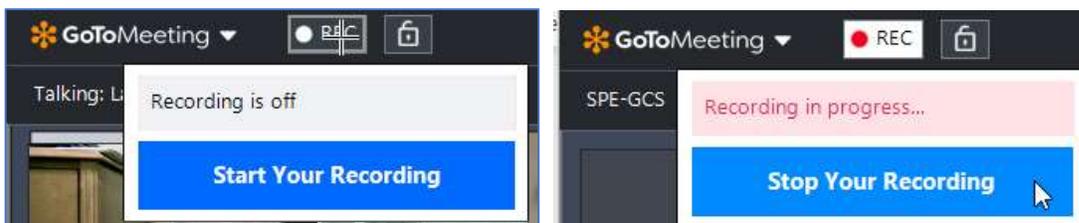
Chat and/or Polling

- Chat log stored on local drive.
- Alternative “Chat” Available

<https://pollev.com/spegcs555>

Recording Options

- Unlimited GoToMeeting Cloud storage or we can download the recordings.
- Option to store the recording locally.
 - Recordings must be “converted” before anyone can view them.
 - GoToMeeting will remind you to “convert” when you end the meeting.
 - “Converting” done automatically, once you confirm.
- No option to “pause” a recording.
 - You just stop and start again.
 - Creates one recording, no matter how many times you start and stop.



Webinar kits for in-person events

- Current 2 identical kits
- One stored at SPE office and one at Core Labs