

Tip Sheet - Virtual Meetings

At the Federation of Calgary Communities, we use Zoom for our online meetings, however there are many great video conferencing tools and apps for online meetings available to you! See the City of Calgary’s resource, [Tips and Tricks for Virtual/Online Meetings](#) for additional virtual meeting tools you can use.

Zoom is a remote conferencing service that combines video, online meetings, chat and mobile collaboration. All you need is a phone, or computer/tablet. It is a great resource to keep in touch with fellow volunteers, host a board meeting or even run a yoga class for example! Here is a quick and easy link to sign up: <https://zoom.us/meeting>

Zoom has features that support effective online meetings. Please see below for its pros and cons.



Did you know?
If you wanted to purchase a plan that allows you to “record” your meetings or webinars, you can get a discount by purchasing the software through: <https://www.techsoupcanada.ca/en>

| Pros | Cons | Zoom Features to Support Your Online Meetings |
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| <ul style="list-style-type: none"> Video and audio conferencing can be used across mobile devices, desktops, telephones and room systems Interactive & Collaborative tools used in real time Webinar function for online programming Resources & Training on how to use Zoom, work from home and host effective meetings! Pricing Plans range from free - \$27/month | <ul style="list-style-type: none"> The free version only allows 40-minute meetings at a time Privacy - read the details of ZOOM's privacy policy closely if you are dealing with confidential material | <ul style="list-style-type: none"> Q & A function: facilitate questions & answers during an online meeting or webinars– we recommend having 2 moderators to help it run seamlessly Meeting security: you can require a meeting password to ensure only members are attending Polling function can be used to ask single or multiple-choice questions Share your screen: if you have a report or information you would attendees to see, use this function to share Video record meeting: a live recording can be made of your meeting for your records. Information from the chat and the Q&A functions is also recorded. We recommend still taking meeting minutes and recording action items. Chat function: the meeting chair and moderators can use this to communicate, and to track and answer people’s comments questions who can not share via audio. Participants can also share ideas and resource links in chat. <p>Zoom Meeting Controls Video – review how to use the functions highlighted above</p> |

Tips for Effective & Engaging Virtual Meetings

Regardless of which platform you use, these tips will help you run an effective and engaging virtual meeting!

