

4-H from a Social Distance

Options for virtual meetings



	PROS	Amount of People Allowed	Time Frame (free versions)	FREE PLAN (at least a trial version)	Other Features	CONS
Zoom 	Easy to start. Can share screen.	Up to 100 participants	Up to 40 minutes (unlimited right now)	✓	Can Record session and has a unique meeting ID	Currently can't use dial in feature with free version
WebEx 	Can Share Screens	50 participants (100 right now)	Up to 40 minutes (unlimited right now)	✓	Email, Live Chat, and Phone	Limited Participants with the Free Version
GoTo Meeting 	14 day Free Trial Available	3 people for free version	Unlimited	✓	Email	Must pay for using more than 14 days
Skype 	Allows Screen Sharing	25 participants on Free Version	Unlimited	✓	Email and Live Chat	No phone support provided
Google Hangout 	Instant Messaging, SMS Messaging, and Video Chat	Video Chat Limited to 10 people at a time	Unlimited	✓	Email and Phone	Must have a Google Account

A few reminders:
 * These are just a FEW of the several options out there. Be sure to pick a platform you are comfortable with using.

* While many youth have done e-learning, they may not be used to virtual meetings like this, allow for some extra time to get people on and used to the platform.

* It may be good to go over some basic virtual meeting etiquette for your 4-H members before starting the meeting.

* Remember, this is a new way of doing things for all of us! You don't have to be perfect.

* Don't be afraid to get creative, but always remember the mission of 4-H.

Virtual Meeting Etiquette and Tips

Mute Your Mic

You may need to remind members to mute their microphones when they are not talking. This helps eliminate background noise and allows those speaking to be heard.

Be Aware of Your Surroundings

Adjust your set up to allow for minimal background distractions. Be sure that any pictures in the background would be appropriate for 4-H settings! This includes your outfit choices - while PJs are fun, try to maintain a professional image (at least from the top up). 4-H Shirts make great virtual meeting shirts!

Cut Down on Multitasking

Try not to be doing other things while on the virtual meeting such as email, texting, etc. This would be good business etiquette for an in-person meeting, so why would it be acceptable virtually? Plus, if you are the speaker, a lot of times people can hear if you are typing.

Check Your Technology

Be sure that your camera and microphone work! Maybe even do a test run with a few members/family members to make sure they can hear/see you.

No Food

If you are speaking, or having your members speak, maybe encourage a snack before getting on the call. Again, this will cut down on distractions.

Set a Clear Agenda

Members may not be used to a virtual meeting, so be sure the agenda is set and ready to go. Be adaptable to the new platform, but be sure to be respectful of time and discussion.

Encourage Engagement

Encourage members to participate, but remind them to be respectful while others are talking. Try new things like the chat boxes, polls, etc. in certain virtual meeting platforms to keep members interested.

Resources:
<https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>
<https://slackhq.com/ultimate-guide-remote-meetings>