










## Tools for Virtual Meetings

### Disclaimer of Endorsement

Any reference to a specific product or service does not constitute or imply an endorsement of that product or service by the Knights of Columbus.

### Comparison

Platform	 Google Meet	 Skype	 LogMeIn Suite (GoToMeeting & GoToWebinar)	 Zoom	 Cisco Webex	 FreeConference.com Free Conference	 Free Conference Call
<b>Price</b>	Free	Free	GTM - \$10+/month GTW -\$50+ /month	Free, paid starts at \$150/yr	Free, paid starts at \$13/mo	Free Paid starts at \$10/mo	Free
<b>Size Limits</b>	25 Video, 150 otherwise	50	GTM – 150 GTW - 1000	100 (free) 1000 (full)	100 (free) 200 (full)	100 dial, 5-100 online (paid)	1000
<b>Time Limits</b>	No	No	40 min (free trial) Up to 24 hrs. otherwise (both)	40 min (free) No otherwise	50 min (free) Up to 24 hrs. otherwise	No	No
<b>Download Required?</b>	Yes	No	Yes Yes	No	No	No	No
<b>App Available?</b>	Yes	Yes	Yes Yes	Yes	Yes	Yes	No
<b>Dial-in Option?</b>	No	Yes	Yes Yes	Yes	Yes	Yes	Yes
<b>Best For</b>	Small calls, collab.	Small calls, collab.	Large groups, one presenter	Large groups	Large groups	Dial-in, no visual	Dial-in, no visual

## Google Meet



1. Set a time and date for your next officers' planning meeting/council meeting
2. Email your officers/members the time and date, and tell them to have their email open at that time
3. Create or have a google/gmail account
4. At the time of the meeting, visit <https://apps.google.com/meet/>
5. Click "video call" in the middle of the screen
6. Click "copy link to share"
7. Send your council membership the link you just copied
8. Membership will begin to join your call
9. If members are not sharing, they should mute their mics by clicking the microphone button at the bottom of their video
10. The presenter can share their screen to show a meeting agenda or anything else pertinent to the meeting by clicking the three buttons in the type right corner of the screen

Privacy Information:

<https://policies.google.com/privacy?hl=en>

## Skype

1. Visit <https://www.skype.com/en/free-conference-call/>
2. Click “Create a free meeting” on the right side of the screen
3. Share the link via email to your membership or officer list along with the date/time of the meeting
4. You can record your call for those unable to join live



Privacy Information:

<https://support.skype.com/en/skype/all/privacy-security/>

<https://privacy.microsoft.com/en-us/privacystatement>

## LogMeIn: GoToMeeting/GoToWebinar



1. Visit <https://www.gotomeeting.com/>
2. Click "Start for Free"
3. Create an account and your council size and click "Sign Up"
4. Log In with your account
5. On the right side of the screen, click schedule
6. Enter your meeting name and time and click "Save"
7. Your meeting information will appear on an "invite people" screen
8. Click "copy" on the bottom right of this dialogue box
9. Paste this information into an email to your membership
10. Members will click the link to join your video call
11. They can use their built-in audio of their computer/iPad to call into your video call or they can call the toll-free or regular number to join
12. At the time of your meeting, sign into your go to meeting account and find your meeting name in the middle of the screen listed under "My Meetings"
13. Click "Start" which is in blue on the right side of your meeting
14. Members will begin to join your call
15. If members are not sharing, they should mute their mics by clicking the microphone button at the bottom of their video
16. The presenter can share their screen to show a meeting agenda or anything else pertinent to the meeting by clicking the three buttons in the top right corner of the screen
17. See our best practices for more information on how to run a meeting remotely
18. A good breakdown of which version (GoToMeeting or GoToWebinar) can be found here: <https://www.lsnatp.org/node/68/when-do-i-use-gotomeeting-versus-gotowebinar>

Privacy Information: <https://www.logmeininc.com/legal/privacy>

## Zoom



1. Visit <https://zoom.us/>
2. In top right corner, click "SIGN UP, IT'S FREE"
3. Create an account with email, or with Google or Facebook
4. Check your email to activate your account
5. After signing in, click "SCHEDULE A MEETING" on the center top of the screen.
6. Enter meeting topic i.e. Council 987654 Officers' Planning Meeting
7. Select the date and time
8. Be sure to allow all participants to have video and audio
9. Click save
10. Scroll down to "Join URL" and share that link with your membership or officers via email
11. Please note your meeting ID
12. At the time of the meeting, simply login into zoom, click meetings on the left-hand side under "PERSONAL", then click the meeting you created, then on the right-hand side of the screen, click "Start this meeting"

Privacy Information: <https://zoom.us/privacy>

## Webex



1. Visit <https://www.webex.com/>
2. Click “Start for Free” in the upper right-hand corner
3. Enter your email address and click “sign up”
4. Enter your first and last name and click “continue”
5. Check your email and click the link provided
6. Create a password for your account and click “continue”
7. Click “Meetings” on the left navigation row
8. Click “Schedule” on the right hand side
9. Enter a name for the meeting
10. Enter a password for the meeting
  - a. Use something simple like your council number
11. Click the drop down arrows to adjust the date and time of your meeting
12. Copy and paste your member or officer email addresses in the “Attendees” box
13. Click “Show advanced options” if you would like to add an agenda, adjust the email reminder for the meeting, etc.
14. Click “Schedule” and you are all set.
15. When you are ready to open up your meeting, login and go to “Meetings” on the left navigation row and click “Start Meeting”
16. See our best practices for more information on how to run a meeting remotely

Privacy Information: <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>

# FreeConference.com



FreeConference.com

1. Visit <https://www.freeconference.com/>
2. Click "SIGN UP FREE"
3. Enter name, email, and password, and agree to the terms and conditions and click "create account" or sign up using your Facebook account
4. Follow the easy prompts to schedule a conference call by clicking "Schedule"
5. Give the name of your call a title, date, time, and description i.e. officers' planning meeting, council meeting, etc. and click "next"
6. Enter the emails of your membership. You can type them in individually or click the three lines in the top right-hand portion of the screen and click "Upload CSV" to add your excel list of member emails.
  - a. OR, you can wait until the end when you schedule your meeting, and then copy the information to email to your membership yourself.
7. Click "add" and then click "next"
8. Click "Standard free dial-in numbers" to maintain the free account. Other options, including recording your call, will come with a fee. You can choose those if you wish.
9. Click "next"
10. Click the free numbers to use and then click "next"
11. Click "schedule"
  - a. If you did not add your member contacts, or wish to email them yourself, click "copy details" on the top left
  - b. You can then go to your email and click "paste" (Ctrl+V) and email your membership the information
12. Click "close"
13. At the time of your meeting be sure to dial-in and enter your access code to start your meeting.

Privacy Information: <https://www.freeconference.com/page/privacy-policy/>

## FreeConferenceCall.com

1. Visit <https://www.freeconferencecall.com/>
2. Enter email and create password and click “Create My Free Account”
3. You will be emailed and can see on your webpage your dial-in number, access code, and host PIN #
4. You can email this number and date/time to your council membership.
5. When you call in, follow the prompts and enter your access code. Then be sure to enter your Host PIN to ensure that call begins and that you are in charge of the call
6. You can also host an online meeting, which is great when sharing your screen to show meeting agendas, etc.



Privacy Information: <https://www.freeconferencecall.com/privacy-policy>



# Virtual Council Meeting Guidelines

On March 13, 2020, in response to COVID-19, the Knights of Columbus Supreme Council issued guidance strongly recommending that local councils temporarily cease in-person events and continue operations without face-to-face contact. With these emergency restrictions in place, the Supreme Council authorized councils to operate using virtual, electronic methods for meetings and the conduct of regular business. Councils were encouraged to use the technologies that worked best for their members. A series of webinars were conducted to highlight the features, advantages, and disadvantages of these virtual tools and procedures. These webinars remain available online for review at [KofC.Org/Webinar](https://www.kofc.org/Webinar).

In general, a virtual meeting follows the same agenda as a regular meeting for content and sequence of events. However, members will likely be seated the whole time, so there is no need to gavel them to sit and stand as done in-person. Visit [KofC.org/FraternalOperations](https://www.kofc.org/FraternalOperations) for more information.

The following general practices will enhance the conduct of virtual meetings:

**1. Test the meeting platform in advance**

Before hosting a virtual meeting, test the online meeting platform with council officers.

**2. Setup where Wi-Fi is strong**

Set up the laptop or PC where the wireless router signal is strong. Consider using a hard-wired connection to assure uninterrupted internet access.

**3. Appoint a member to oversee the meeting platform and technology**

Designate a technology expert to operate equipment, assist virtual attendees, manage electronic voting, and other technical issues that arise. This will allow the Grand Knight to focus on running the meeting.

**4. Use headphones**

Use headphones with a microphone or a Bluetooth headset. Built-in computer audio is not optimal.

**5. Mute when not speaking**

To reduce interference and background noise, it is best to have all attendees mute themselves when they are not speaking. Unmute only to speak.

**6. Look at the camera when speaking**

Look directly into the camera when speaking to maintain the attention of those on the other side.

**7. Raise hands and use chat features**

If a member has something to add or ask, he should raise his hand or use the chat feature of the platform. This will draw the presenter's attention without disrupting his remarks by having two or more people speaking at once.

**8. Ask for thumbs up and thumbs down**

When seeking group consensus, the presenter should ask for a thumbs up or a thumbs down from the attendees. This will give him a quick visual answer.