

# Virtual Meetings (ZOOM/MEET



# What is a Virtual Meeting?

- A virtual meeting is a form of communication that enables people in different physical locations to use their mobile or internet connected devices to meet in the same virtual room.

# Difference between Online Meeting and Webinars?

- An online meeting is a collaborative event for a relatively small group of people. Each attendee can talk, share ideas, and otherwise participate in the broadcast.
- A webinar is a type of online presentation. These kinds of events are often larger than online meetings and feature two distinct groups: speakers and attendees. Webinars are virtual seminars

# Requirement for Virtual Meeting/ Online Meeting/?

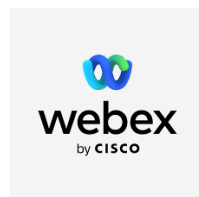
- **PC**
- **Laptop**
- **Mobile device**
- **Microphone**
- **Camera**
- **Online meeting software**
- **An active internet/data connection.**

# What are the advantages of virtual meetings?

- **People can host and attend them from anywhere**
- **Scheduling conflicts**
- **Travel issues**
- **Office closures**
- **Saving Money**
- **Saving Time**

# Tips for running successful virtual meetings

- Zoom
- Google Meet (Hangouts)
- Microsoft Teams
- Webex
- Bharat VC



# Zoom/Google meet

- Zoom/Google meet is mainly used for teaching purposes, corporate users and entrepreneurs also may find it useful. Paid features include admin controls, detailed webinar reports, cloud storage for the recordings.

# How to join a virtual meeting

- **Invitation Link**

Example-

- <https://zoom.us/j/98506881915?pwd=MzhJTVc1amV4RmJYOG5va2VhVERHUT09>
- <https://meet.google.com/dhf-wwwy-ogy>
- <https://meet304.webex.com/meet304/j.php?MTID=m6f499234cb6aaadebfe6e347e2750bac>
- <https://bharatvc.nic.in/viewer/5600047278>

- **Meeting ID and Password**

Example-

Meeting ID : 985 0688 1915

Home

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New Meeting ▾



Join




Schedule



Share screen



 Add a calendar



You

9:59 PM | dhf-wwwy-ogy



CGG UAOA

View

Mute Stop Video Security Participants 1 Polls Chat Share Screen Record Reactions Apps Whiteboards More

End

The image shows a Zoom meeting control bar with the following elements and callouts:

- Mute:** A microphone icon with a callout: "Mute or unmute microphone."
- Stop Video:** A video camera icon with a callout: "Stop or start video."
- Invite:** An icon of a person with a plus sign.
- Participants:** An icon of two people with a "2" next to it, and a callout: "Open participants panel. Raise hand."
- Share:** A green square icon with an upward arrow, and a callout: "Share content."
- Chat:** A speech bubble icon, and a callout: "Open chat panel."
- Record:** A circular icon with a vertical line through it.
- Leave Meeting:** A red text label at the bottom right of the bar.

- **Recording**
- **Screen sharing**
- **Mute unmute**
- **Video**
- **Chat**
- **Background check**
- **Mic/Camera testing**
- **Phone app**
- **Poll**
- **Rooms**

# Virtual meeting etiquette

- **Dress-up**
- **Gear-up**
- **Warm-up**
- **Watch your back**
- **Read cues**
- **Leave the keyboard alone**
- **Mute your microphone**
- **Send pre-reads**
- **Be Early**
- **Lower Your Voice**

# Virtual meeting etiquette

- Don't Multitask. ...
- Don't Eat. ...
- Don't Interrupt.
- Don't eat during the conference
- Stick to the time frames
- Mind your body language
- Protect Sensitive Information
- Test your connection, screen, and equipment. (Mic, Camera, etc.)

- **Thank You**