









4-H from a Social Distance

Options for virtual meetings*

*Options are constantly changing based on demand and what companies offer. Updated 10/2020

|  |  PROS |  Amount of People Allowed |  Time Frame (free versions) |  FREE PLAN (at least a trial version) |  Other Features |  CONS |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|  | Easy to start. Many are comfortable with Zoom | Up to 100 participants | Up to 40 minutes | ✓ | Whiteboards, screen sharing, breakout rooms, chats | No call in option with free version, |
|  | Chat, notes, raise hand, polling | Up to 100 participants | Up to 50 minutes | ✓ | Email, Live Chat, Screen sharing, breakout sessions, | No call in option in free version, |
|  | 14 day Free Trial Available | 3 people for free version | Unlimited | ✓ | Dial in Conference Line | Must pay for using more than 14 days |
|  | Allows Screen Sharing | 25 participants on Free Version | Unlimited | ✓ | Email and Live Chat | No phone support provided |
|  | 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 not 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>