

# How to Host on Online Meeting

## With Google Meet

1. **Four weeks** or more in advance, arrange for guest speaker(s). Once secured, promptly broadcast announcement in an easy to read format, see sample template below, in bold:

**KEEP this email handy - you will need it to access the link to the meeting.**

**DATE: Saturday Sept 19., 2020**

**TIME: 10am-12pm Pacific Time**

**WHERE: Online Google Meet Link === > <https://meet.google.com/xxx-xxxx-xxx>**

**PRESENTER: [Presenter's name, titles]**

**Brief Speaker Bio: [Highlight speaker's background and include a short overview of topic]**

**TOPIC: Closed Captioning Apps**

**WHO: All welcome, members and non-members**

**\*\*Closed Captioning (autogenerated) will be available\*\***

**Meeting access will begin approximately 15 minutes prior to the meeting's start.**

**Please patiently wait to be admitted as the start time gets closer.**

*(Note- Important to state time zone as participants may be residing in other parts of the country)*

2. Provide [Instructions](#) on how to set up for the meeting, join the meeting and how to create or schedule your own meeting using Google Meet. Post the Instructions to an online file so it is easily accessible to members
  - A. Advise participants to be familiar with instructions and set up ready to go at least a day prior to the meeting. It is a great idea to offer support in advance to help those who need assistance in getting set up.
  - B. Host(s) & Tech-Host to offer their contact information (i.e. Facebook messenger, text, etc) in case of questions, tech support & other issues 30 mins before the start of meeting time.
  - C. Reuse the link to Google Meet for all future meetings to avoid confusion
3. **Three to five days** before meeting- Broadcast meeting reminder and include all meeting details, especially link to Google Meet.

4. **Day of Meeting:**

- A. 30 minutes before start of meeting, open meeting room to Host(s), Tech-Host & presenter, and check the following:
  - A. Closed captioning is enabled
  - B. Video and mic check.
  - C. Have the presenter try out their presentation to make sure they know how to 'turn it on'
  - D. Host(s) & Tech-Host to have 2nd device or mobile on hand to check if any participants need tech assistance
  - E. Discuss with the speaker(s) how to handle Q&A (i.e. during and/or after the presentation portion of the meeting, go over rules for Questions (see section on Rules)
  
- B. 15 mins prior to start time, admit participants. Possibly add the following:
  - A. type in Chat box:  
“Welcome! Please Turn on Captioning and MUTE yourself”  
At 10 minutes after, we will begin the meeting to allow folks to log in  
Feel free to introduce yourself on Chat and state where you are from”
  - B. Verbally welcome each participant, state their names
  - C. Verbally introduce any newcomers
  - D. Remind participants to enable CC, assist if needed
  - E. Allow open mic, if too confusing, suggest one person speak at a time by raising their hand to be acknowledged.
  - F. Gently remind participants to mute themselves if background is noisy
  - G. State where participants are from if out of area
  
- C. At meeting time and up until 5-10 mins max:
  - A. Tech Host to type in Chat if needed  
“Welcome! Please Turn on Captioning and MUTE yourself”  
At 10 after, we’ll start meeting to allow folks to log in  
Feel free to introduce yourself on Chat, where you’re from”
  - B. Request all participants to mute themselves
  - C. Introduce yourself, Tech-Host and presenter

- D. Verbally announce meeting to start in 5 to 10 mins to allow time others to join
- E. Go over meeting agenda (intro, presentation, Q&A, left over time open mic, farewell)
- F. Go over rules
- G. Present any announcements for future meetings.
- H. Briefly introduce the presenter(s), if first time, suggest they raise their hand(s) and give a brief bio of presenter and state presenter's topic. Formally turn over to presenter.

D. Late Comers

- A. Host to admit late comers.
- B. Tech Host or Host to type in Chat:
- C. "Late comers- Welcome! Meeting is in progress. Please MUTE yourself and Turn on Captioning. Any questions please type "QUESTION" in all caps and enter your questions so that we can find them. Feel free to introduce yourself in the Chat box. Enjoy the meeting!"

5. Guest speaker's presentation and Q&A

- A. During the presentation or after, the guest speaker should call out, one at a time, each participant's name who typed a question in the Chat or raised their hand. Ask if the participant wants to join and, if so, request they unmute themselves.
- B. If a participant chooses not to ask their own question, if permissible, the Host or guest speaker can state their question and proceed.

6. Meeting Conclusion –

- A. At the end of the presentation, allow participants to unmute their mics and as a group thank the guest speaker.
- B. If there is time leftover, allow open mic with 1 person speaking at a time rule, if too confusing, suggest raising hands
- C. Take a screenshot to share with the group's social media page and website.
- D. At the conclusion, invite all the participants to say "Goodbye and thank you for joining us today!".
- E. Thank the participants for attending.

- F. Host and Tech-Host should alert the remaining participants when they are leaving the meeting.

## RULES

### 1. Questions

Chat - Participants type, in all caps, "QUESTION" followed by their question(s) so their queries are easy to find.

Video - Participants can raise their hand

- In both cases, Participants need to wait until they are called, unmute themselves and allow them to engage with the presenter(s).
- When Host or presenter is willing to answer questions, questions will be read aloud and asked if the participant wants to unmute to open dialogue for all to hear.
- Once done, remind participants to mute themselves.
- One person at a time rule and will be directed by the Host or presenter.

2. **Mute** - Politely request all participants (except Tech-Host & Presenter) to mute themselves throughout the meeting. If a participant has a question or comment, Host or presenter will call your name to address the comment or question, remind the participant to unmute themselves, and when finished to remind them to mute themselves. Host can mute all participants at once if need be.
3. **"Present now"** - inform participants **not** to use this button and that it is used for guest speaker who will be using that feature to share their presentation

## ROLES

These are recommendations to help run meetings smoother. Roles and terms are interchangeable.

### 1. Host -

- Secures and organizes meetings with the presenter(s)
- Creates online meeting link to allow control of admitting, muting & removing participants
- Coordinates with presenter(s) how to handle Q&A in advance of meeting

- Coordinate with Tech-Host the meeting logistics, when needed.
  - Greets participants & late comers
  - Presents onset of meeting, stating rules, logistics, and briefly introduces guest speaker and include a brief bio
  - Fills in role of Tech Host or Co-Host in case they are absent
2. **Tech Host or Co-Host:** primary job is to monitor Chat, including
- Answering any questions
  - Typing in key missed words and correct typos whenever practical
  - Respond to any technical issues with audio or video feed
  - Fill in pertinent and relevant information
  - Remind participants rules, to mute or unmute themselves during meeting
  - Help welcome late comers, remind them to first mute themselves and enable CC
  - Continuously scan the audience for participants raising a hand and the questions posted in Chat. As agreed upon ahead of time with the Host, either announce the issue at appropriate time, or in the Chat message, Host to advise.
3. **Presenter:**
- Ensures their setup is working ahead of time (computer or mobile)
  - Notify Host any questions or issues in advance of meeting
4. **Participant:** everyone else on the call
- Ensures their setup is working ahead of time (computer or mobile)
  - Mutes their line until notified to unmute
  - Uses Chat to send messages to Host, Tech Host, other attendees, or to the entire group
  - Actively waves hand to indicate they have question or need during presentation

To learn more details about Google Meet check their website [here](#).

DISCLAIMERS - Due to the frequent upgrades by Google, certain instructions may be out of date. Update to changes will be made when it is feasible and practical to do so.

