

# How to Plan and Run a Virtual Meeting



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# Agenda

- What is a Virtual Meeting
- Available Meeting Platforms
- Planning and Preparing for the Meeting
- Best Practice
- Resources



# What is a Virtual Meeting?



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# What is a Virtual Meeting?

A **virtual meeting** is when people around the world, regardless of their location, use video, audio, and text to link up online. **Virtual meetings** allow people to share information and data in real-time without being physically located together.



# Available Meeting Platforms

- Use business-oriented conference platforms
  - Webex, Zoom, Skype, Goggle
- Social Media oriented platforms are **NOT** recommended
  - Discord, Roblox, Twitch
- Always review the platforms Terms and Conditions, Safety and Privacy Features, and Data Collection Policies to ensure it's aligned with BSA Digital Privacy and Social Media Guidelines

<https://scoutingwire.org/social-media-guidelines/>



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# Preferred Meeting Platforms

The following video conferencing solutions are all offered as options for meeting virtually and are not sponsored or endorsed by the Boy Scouts of America.

These are good options for medium to large groups and are always or currently free. All have video and/or audio along with screen sharing capabilities.

<b>Service</b>	<b>Free Account?</b>	<b>Number of Participants</b>	<b>Length of Meeting</b>	<b>Works in Browser?</b>	<b>Desktop App?</b>	<b>Mobile App?</b>
<a href="#">Webex</a>	Yes	100	Unlimited	Yes	Yes	Yes
<a href="#">Zoom</a>	Yes	100	40 minutes	Yes	Yes	Yes
<a href="#">Freeconferencecall.com</a>	Yes	1,000	Unlimited	Yes	Yes	Yes
<a href="#">Skype</a>	Yes	50	Unlimited	Yes	Yes	Yes
<a href="#">Google Hangouts</a>	Yes	10	Unlimited	Yes	No	Yes



# Zoom Platform

Basic	Pro	Business
Personal Meeting	Great for Small Teams	Small & Med Businesses
<b>Free</b>	<b>\$14.99</b> /mo/host	<b>\$19.99</b> /mo/host
<a href="#">Sign up, It's Free</a>	<a href="#">Buy Now</a>	<a href="#">Buy Now</a>
Host up to 100 participants	All Basic features +	All Pro features +
Unlimited 1 to 1 meetings	Includes 100 participants <a href="#">Need more participants?</a>	Includes 300 participants <a href="#">Need more participants?</a>
40 mins limit on group meetings	Meeting duration limit is 24 hrs	Dedicated phone support
Unlimited number of meetings	User management	Admin dashboard
Ticket Support	Admin feature controls	Vanity URL
+ Video Conferencing Features	Reporting	Option for on-premise deployment
+ Web Conferencing Features	Custom Personal Meeting ID	Managed domains
+ Group Collaboration Features	Assign scheduler	Single sign-on
+ Security	1GB of MP4 or M4A cloud recording	Company branding
	<a href="#">REST API</a>	Custom emails
	Skype for Business (Lync) interoperability	LTI integration
	+ Optional Add-on Plans	Cloud Recording Transcripts
		+ Optional Add-on Plans





# Zoom Features


## - Video Conferencing Features

HD video 

HD voice


Active speaker view 


Full screen and gallery view 

Simultaneous Screen Share 

Virtual Background


## - Web Conferencing Features


Desktop and application sharing 

Personal room or meeting ID 

Instant or scheduled meetings

Chrome & Outlook plug-ins 

Scheduling w/ Chrome  
Extensions 

MP4 or M4A local recording 

Private and group chat

Host controls 

Raise hand 





# Zoom Features

- Group Collaboration Features

Breakout Rooms



Mac, Windows, Linux, iOS and Android

Group messaging and presence



Screen share any iPad/iPhone app



Co-annotation on shared screen

Keyboard/mouse control

Whiteboarding

Multi-share



# Planning & Preparing for the Meeting

**When Planning for the meeting, you should consider...**

- Time of Day
- Length of Meeting
- Preferred Meeting Tool
- Theme of the Meeting
- Structure of the Meeting
- BSA YPT Standards
- Feedback after the Meeting



# Planning & Preparing for the Meeting

## Time of Day

- Be aware of school times
- Consider the age of your Scouts
- Weekends?
- Be Consistent with day/time once you start



# Planning & Preparing for the Meeting

## Length of Meeting

- 30 minutes for Tiger to Wolves
- 45 minutes for Bears, Webelos and AOL
- 60 minutes for Scouts BSA
- Keep the meeting moving, be aware of the awkward silence
- Tie in a pre or post meeting activity
- Give yourself 5 to 10 minutes for an opening and closing



# Planning & Preparing for the Meeting

## Preferred Meeting Platform

- Chose one platform and stick with it
- Try several out before deciding
- Utilize trial versions first
- Select one that works best for you and your Scouts
- Practice with it before running your meeting, don't go in cold
- Solicit feedback from your Scouts and their Parents when choosing a platform.



# Planning & Preparing for the Meeting

## Meeting Theme

- Try to make the meeting fun and exciting
- Try not to make the meeting like school
- Modify meeting ideas from the handbook
- Use your resources
- Try to tie in some sort of outside activity then can do at home with their parents
- Add YouTube or Videos to your meeting
- Online skill games



# Planning & Preparing for the Meeting

## Structure the Meeting

- Try to maintain a format that is consistent with your “regular” meetings
- Try not to make the meetings “school-like”, make them fun
- Wear your uniforms (Youth and Leaders)
- Always have an opening and closing
- Build in time to allow the Scouts to chat amongst themselves



# Planning & Preparing for the Meeting

## BSA YPT Standards

- BSA Policy still applies of 2 deep leadership
- Both Leaders should login to account at least 10 minutes before the start of the meeting
- Parents should be present with their Scouts during the meeting
- Do not record the meeting
- Practice “Cyberchip”
- Take care and protect your meeting from online predators “Zoombombing”
- Safeguard Personal Information





# Planning & Preparing for the Meeting

## Feedback after the Meeting

- Important to know how the meeting went
- Solicit not only the parents but the Scouts for Feedback
- Roses, Buds and Thorns
- Always keep an open mind to feedback



# Best Practices

## Prepare, Prepare, Prepare

- Script out your meeting in advance
- Rehearse your script
- Know your tools

## Effective Communication to your Scouts and their Parents

- Let them know the plan for your meetings well in advance
- Try to schedule your meetings at the same time as you where before to maintain continuity
- Use communication methods that they are already used to



# Best Practices

## Initial Parent Meeting

- Always hold a parent meeting first to set expectations
- Meeting should be done at least 1 week prior to beginning your virtual meetings

## Maintaining Control of Participants Without Stifling Enthusiasm

- Develop and communicate proper etiquette to your parents to limit distractions and “de-railing” your meeting
- Rely on your parents to help their Scouts in being active participants during the meeting



# Resources

National Scouting at Home Website

<https://www.scouting.org/scoutingathome/>

NNJC Scouting at Home Webpage

<http://www.nnjbsa.org/scouting-from-home/>

NNJC "Scouting From Home" Idea Exchange  
Facebook Page

Bryan on Scouting



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**Questions?  
Comments!**



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