

# Best Practices for holding meetings via Google Hangouts and Meet

MLA Technology Committee, August 2018

## **BEFORE YOU START INCLUDING GOOGLE VIDEO MEETINGS IN YOUR MEETINGS**

- **Learn how to use Hangouts** (if you use an @gmail account) **and Meet** (if you work for a G Suite agency). Invite people via Google Calendar, Join video call, Mute Mic, Mute Camera, Chat, Screenshare.

## **PLANNING**

- **Meeting Room:**
  - Try to get a room equipped with a projector, speakers and table top microphone. Otherwise you will have to bring your own. You will probably want to bring your own laptop.
  - Get assurance that the room has a fast internet connection. If it gets slow during the meeting ask other attendees to disconnect their laptops, tablets and smart phones from the wifi provided for that room.
  - Reserve the room for 1/2 hour BEFORE the meeting begins so you can set up your computer(s) and access the Hangout.
  - Have access to speaker phone or cell phone for a back up teleconference (in the event any of the remote attendees has problems getting into the Hangout).
- **Invite guests using Google Calendar.** (This a very efficient way to manage invitations.)
  - Send the invitation(s) well in advance. (This will allow people new to Hangouts time to prepare to use Hangouts, just as you will have prepared yourself ...)
- **Do not assume your guests have competence with Hangouts or Meet.**
  - Encourage them to use a desktop or laptop; not a tablet or smart phone.
    - Tablets and phones cannot access all the Hangout/Meet features.
  - Encourage novices to practice well before the meeting.
    - Invite novices to a practice Hangout a week or two before the meeting.
- **Have an assistant who can tend to Hangout details during the meeting**
  - to help remote attendees with technology so you can focus on the meeting.
  - to assist with Screensharing and Chat, so you can focus on the meeting.
  - Note: Your assistant will need to have a laptop for herself at the meeting.
- **Have everybody join the video call 20 - 30 minutes before the meeting** (so there will be an opportunity to troubleshoot technology that isn't behaving as expected).
  - They can mute their mics and cameras while they are waiting for the meeting to begin.

## **AS YOU CONVENE THE MEETING**

- Ask people attending remotely whether they can hear you.
- Remind people attending remotely to:
  - mute their mics when they are just listening .
  - turn down their speakers if they are getting feedback.