

# Google Video Meeting Planner's Guide

Update: September 2018

**This is an introduction to including a videoconferencing component in scheduled work related meetings using Google videoconferencing services.**

Google operates two services for video meetings: **Hangouts** and **Meet**.

- **Hangouts**, the original Google video meeting service, can be initiated by private Gmail accounts (by @gmail.com addresses) and G Suite accounts.
- **Meet**, Google's new business class video meeting service, can be initiated by library agencies that use G Suite services such as
  - @prattlibrary.org (Enoch Pratt Free Library) -- up to 25 computers
  - @maryland.gov (Maryland State Library) – up to 50 computers

You will want to be sensitive to the number of people planning to attend your meeting so you will know whether you can organize the video meeting yourself, using your @gmail account, or whether you will need to ask someone with a G Suite account to organize the video meeting aspect of your meeting on your behalf.

	@gmail	G Suite	Non-Google address guests	Maximum computers
Can attend a Hangout	Yes	Yes	No	10
Can attend a Meet	Yes	Yes	Yes	25 to 50

Per the chart, above, guests do not have to have a Gmail account to attend a Hangouts Meet.

The Maximum computers section of the chart says a Hangout can accommodate 10 computers. If you, the planner, and your assistant, are using 2 computers (one computer to project your meeting on a large screen, and another for sharing documents, monitoring chats, etc.), then there are 8 slots remaining for guests. Similarly, for a Hangouts Meet, subtracting your 2 computers leaves 23 slots if someone from Pratt Library is assisting you. (More on this, below.)

Google Calendar is the recommended tool for organizing a meeting that incorporates the Hangouts or Meet video meeting service. This is described below.

If you have an @gmail address, you may find it helpful to have someone with a G Suite account assist with the video meeting organizing, since

- G Suite accounts can invite more people than @gmail accounts, and they can initiate an event that does not require everyone have a Google (Gmail or G Suite) account.
- Also, Google has added toll-free dial-up to Meet video meetings, to support those who have bad connectivity or don't have the Hangouts app on their phone.

## EQUIPMENT REQUIREMENTS

### Scenario A – Meeting Room, fully equipped

- This would be meeting room equipped with a computer, projector, camera, room mic, and speaker(s).

### Scenario B – Meeting Room, unequipped

- You will have to provide or arrange for
  - Laptop (they feature a built in camera and mic)
  - Tabletop Mic (if you are working with a group gathered around a large table)
  - Speakers (external speakers are ideal because they are louder)
  - Projector (to project images of remote participants, or screenshared content, on a screen or wall)

### Scenario C – At your desk, or home, or a coffee shop, etc.

- Laptop (with built in camera, mic and speakers)
- or
- Computer, Webcam (with built in mic), Speakers or Headphones

### Internet connection

- Wherever you reserve space for your meeting, be certain it has a fast internet connection.

### Chrome

- Hangouts and Meet are optimized for Google's Chrome browser.

## EQUIPMENT DESIRABLES

### Tabletop USB microphone

- These are plug and play devices that are better (more sensitive) than the mics on laptops

### Second laptop (ideally operated by an assistant at the meeting)

- For projecting Screenshares.
- For monitoring Chat dialog.
- For assisting remote users.
- For monitoring the online experience of the remote attendees.

# PLANNING

## Location

- Ideal
  - A Scenario A room with good Internet connectivity

## Assistant

- Have someone assist you with technology, so you can focus on running the meeting.
  - Assists guests with technical issues
  - Monitors Chat dialog
  - Operates Screenshare for you
  - *Has a G Suite account if you are going to have 11 or more computers in the video call.*

## Number of expected attendees

You need to know how many people to expect in the video meeting so you will know whether a Hangout will suffice, or a Hangout Meet will be required.

- A week before the meeting, send an email to the committee / team / people who are supposed to attend the meeting offering to the Google Hangouts option. For example:  
“If you would like to attend the meeting on the 25<sup>th</sup> via Google Hangout, please send me your Gmail address.”
- A couple of days before the meeting send out a reminder request. E.g.,  
“If anyone else wants to attend the meeting via Hangout, please send me your Gmail address by close of business on the 24<sup>th</sup>.”

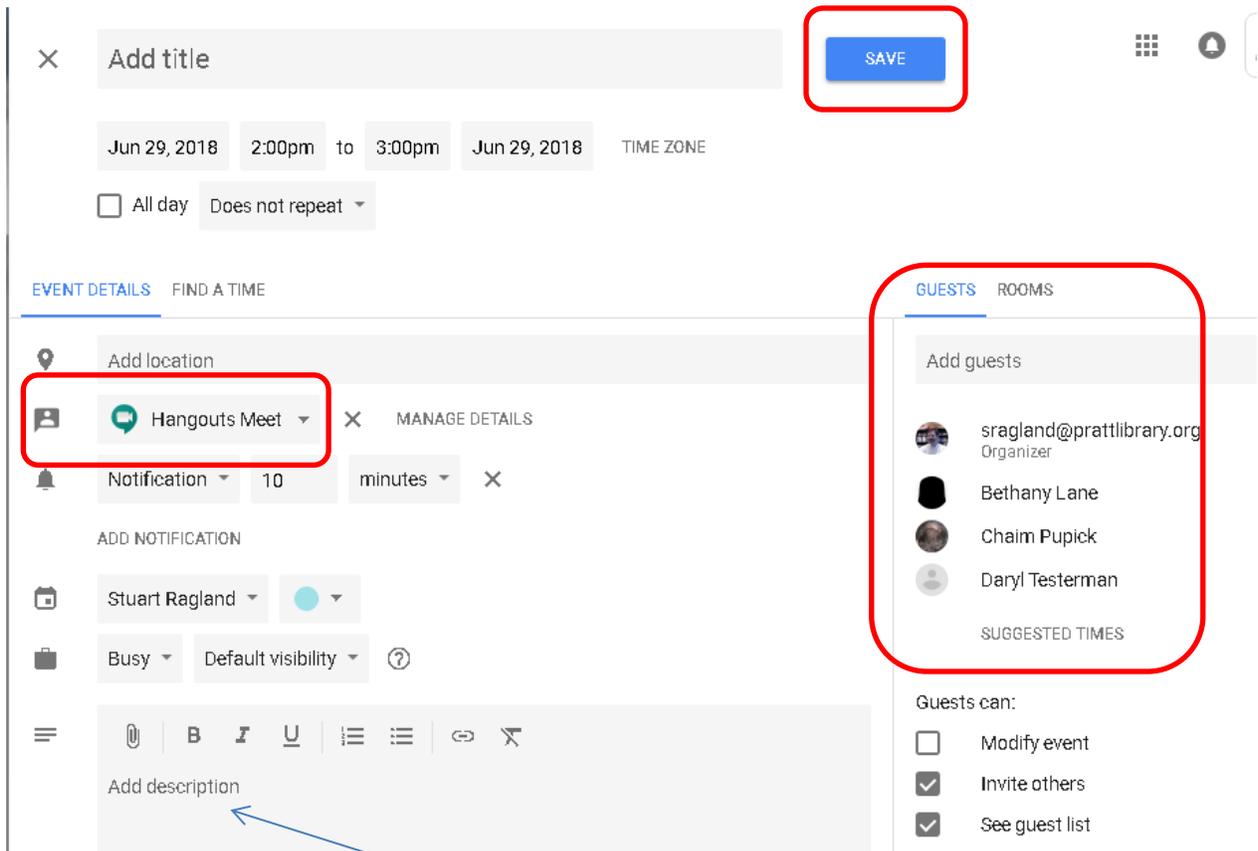
## Scheduling in Google Calendar

Google requires Hangouts Meet meetings be created in Google Calendar. Using Google Calendar for regular Hangouts is the highly recommended. Google Calendar Google does the following:

- Sends email invitation to each address on the guest list providing
  - date and time of the meeting
  - a link to join the Hangout Meet
- Adds an event entry to each guest’s Google Calendar that includes a link to the Hangout or Meet.
- Provides easy tracking of who has been invited, and who has accepted their invitation.
- Spares you and your assistant having to send a last minute invitation or meeting link to individual guests on the day of the meeting.

On the next page is an example using Google Calendar to organize a meeting that includes a Hangouts Meet.

- If you are using a G Suite account calendar the “Add conferencing” option is Hangouts Meet.
- If you are using an @gmail.com account calendar, the “Add conferencing” option is Hangouts.



You can include notes about the meeting in the description box. This information will be included in an email invitation that is sent to every address on the guest list when you click Save.

On the next page is an example of what an email invitation looks like.

Back to Inbox

# Invitation: Hang out with Stuart @ Fri Aug 3, 2018 5pm – 6pm (EDT) (Stuart Ragland)

mzimmerman.su@gmail.com to me, Daryl



## Hang out with Stuart

[View on Google Calendar](#)

When: Fri Aug 3, 2018 5pm – 6pm (EDT)

Who: Daryl Testerman, mzimmerman.su@gmail.com\*

### Agenda

Fri Aug 3, 2018

11am [Hangout w Martha](#)

5pm Hang out with Stuart

No later events

Yes
Maybe
No

### Hang out with Stuart [more details >](#)

When: Fri Aug 3, 2018 5pm – 6pm Eastern Time - New York

Video call [Join video call](#)

Calendar: Stuart Ragland

Who:

- [mzimmerman.su@gmail.com](mailto:mzimmerman.su@gmail.com) - organizer
- Stuart Ragland
- Daryl Testerman

Going? [Yes](#) - [Maybe](#) - [No](#) [more options \\*](#)

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Invitation from [Google Calendar](#)

You are receiving this email at the account [ragland.epfiso@gmail.com](mailto:ragland.epfiso@gmail.com) because you are subscribed for invitations on calendar Stuart Ragland.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

All your guests have to do\* is open the invitation at the designated time and click **Join video call**.

(\* The accompanying guide, "Google Video Meeting Attendee's Guide," was written to help people who do not have prior experience with Hangouts.)

By way of RSVP options, the invitation includes Yes, Maybe, and No links.

- These RSVP options work for Gmail and G Suite accounts.
- They do not work for non-Google accounts, which is the reason behind the recommendation (above) that you ask everyone to send you a Gmail address. Having a Google address for everyone will make your life easier.

## TIPS

- PRACTICE USING HANGOUTS / MEET well in advance. Learn how to
  - Send an invitation
  - Join a meeting
  - Mute your Mic
  - Mute your Camera
  - Chat
  - Screenshare

See the [Google Video Meeting Attendee's Guide](#) for screenshots comparing Hangouts with Meet. Search Google for demos if you want to see demonstrations

- G Suite 25 vs Gmail 10
  - @Gmail Hangouts can accommodate up to 10 computers.
  - G Suite accounts can accommodate from 25 to 50, depending on the level of service subscribed to.
  - Subtract 2 from these totals to allow for your computer (the primary computer) and your assistant's.
  - You will probably never invite 48 people, but you very well may invite more than 8.
    - People from the following G Suite library agencies can send invitations on your behalf .
      - Maryland State Library, Enoch Pratt Free Library

- Determine how many people will attend - Subject: Call for attendance via video meeting

Send the list of possible attendees a "call for attendance via video meeting" email to find out how many guests you will have (which will dictate whether you will need to use Meet instead of Hangouts).

- First call
  - A heads-up that remote attendance via Hangouts / Meet is available.
    - Ask everyone to send you their Gmail or G Suite address.
- Second call (about a week before the meeting)
  - Because peoples' schedules change, or they forget to respond to the first call.
- Last call (one or two days before the meeting)
  - Use a last call to ask last minute deciders not to send their requests the day of the meeting, because you may be tied up with setting up for the meeting and miss their request.
- Join the video meeting early
  - Have your computer(s) set up and joined to the video meeting at 20 minutes or so before convening the meeting to make sure you don't have technical issues. (You can put the camera and mic on mute.)
  - Ask guests to start joining the video meeting 20 or so minutes beforehand so they can work through any technical issues before the meeting begins.