

This document may contain affiliate links. If you buy something through one of those links, you won't pay a penny more, but I may get a small commission. Every penny helps me in purchasing more products and services that I can try and recommend (or not!). 😊

Hosting and Running Remote Meetings

How to make the most of affordable and efficient online meeting tools like Zoom, GoToMeeting, Skype, and Google Hangouts.

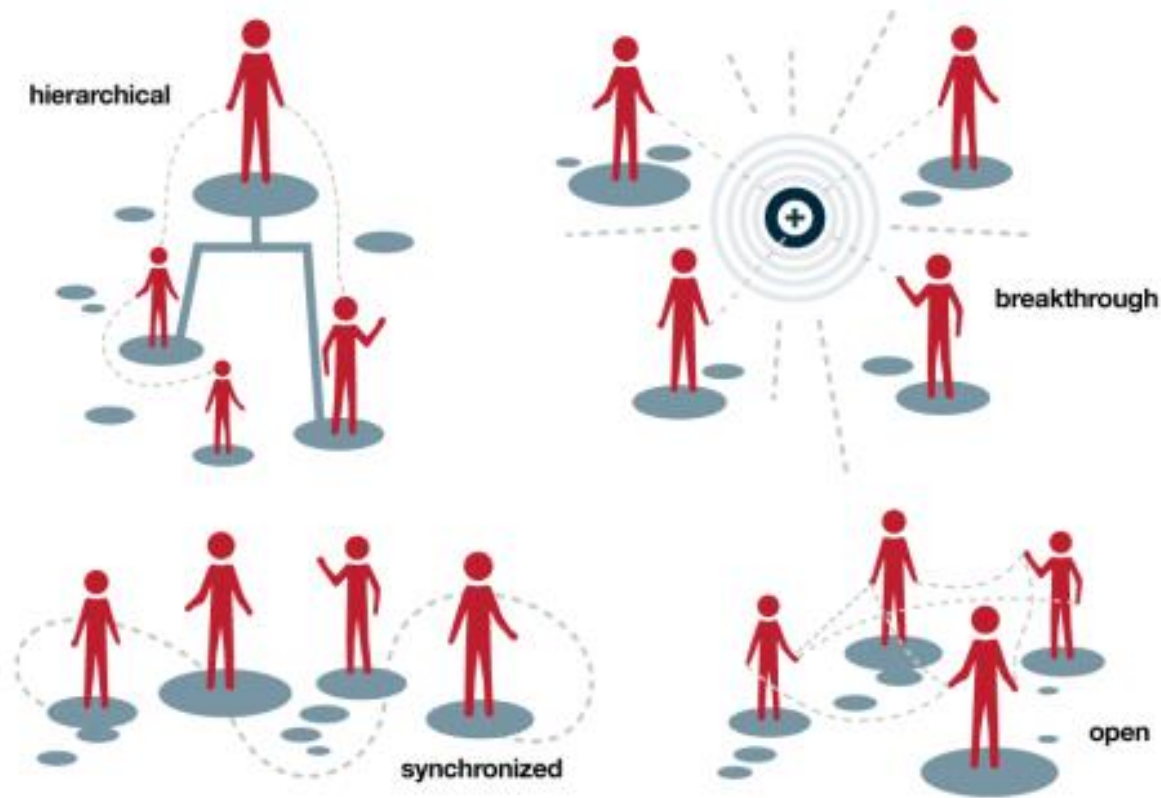


Online Meeting Services - Common Features & Considerations



- Record & watch later
- Online only vs Desktop and phone Apps
- Account required?
- Share screen (ie share docs)
- Annotate
- Video and audio muting
- Private or group chat
- Browser and device agnostic
- Create polls
- Virtual backgrounds
- Have co-hosts / pass control
- Create recurring meetings
- Record attendance
- Control someone else's screen
- Broadcast to FB or YouTube
- Security considerations
- Integrations with Office and Calendaring Apps

Creating a Successful Virtual Team or Meeting



Types of Teams

[This Photo](#) by Unknown Author is licensed under [CC BY](#)

- Identify your meeting goals
 - Are you brainstorming, problem-solving, decision-making, or reacting, reviewing & evaluating This type of process creates value through active collaboration.
 - Is it an informative meeting? The format may be one of reporting and presenting
- Manage interactions
- Be patient with diversity of technical skills and tools
- Pick the right tools and tech to help make that happen
- Create an online environment where positive results can occur

@gavinteech

What type of meeting will you have?

Collaborative

- Edit team documents in real time
- Live annotations (comments, notes, mark ups)
- Save updated work immediately
- Review and discuss matter details together
- Share relevant files with little need to email files back and forth and deal with multiple attachments

Presentations

- Present slides, documents, and other files
- Record the video meetings so other can watch it later or again
- If available use captioning to let people watch without sound.
- Hold Q&A

Headphones and Mic

- Do not use computer microphone and speakers
- Get a dedicated headset
 - With a boom
 - Without a boom but designed for phone calls
 - Wired or Bluetooth?
- Logitech USB Headset H390 with Noise Cancelling Mic (\$30)
- [BlueParrott B450-XT](#) Noise Cancelling Bluetooth Headset (+/- \$120)
- [Bose 700](#) - Noise Cancelling Wireless Bluetooth Headphones (\$400)



Your Environment



- Present a professional, tidy and quiet environment
- Not possible? Order a green screen (or DIY!)
 - [\\$50 kit](#)
 - [\\$130 collapsible screen](#)
 - A green sheet or blanket will do!
- OR do not use video



zoom

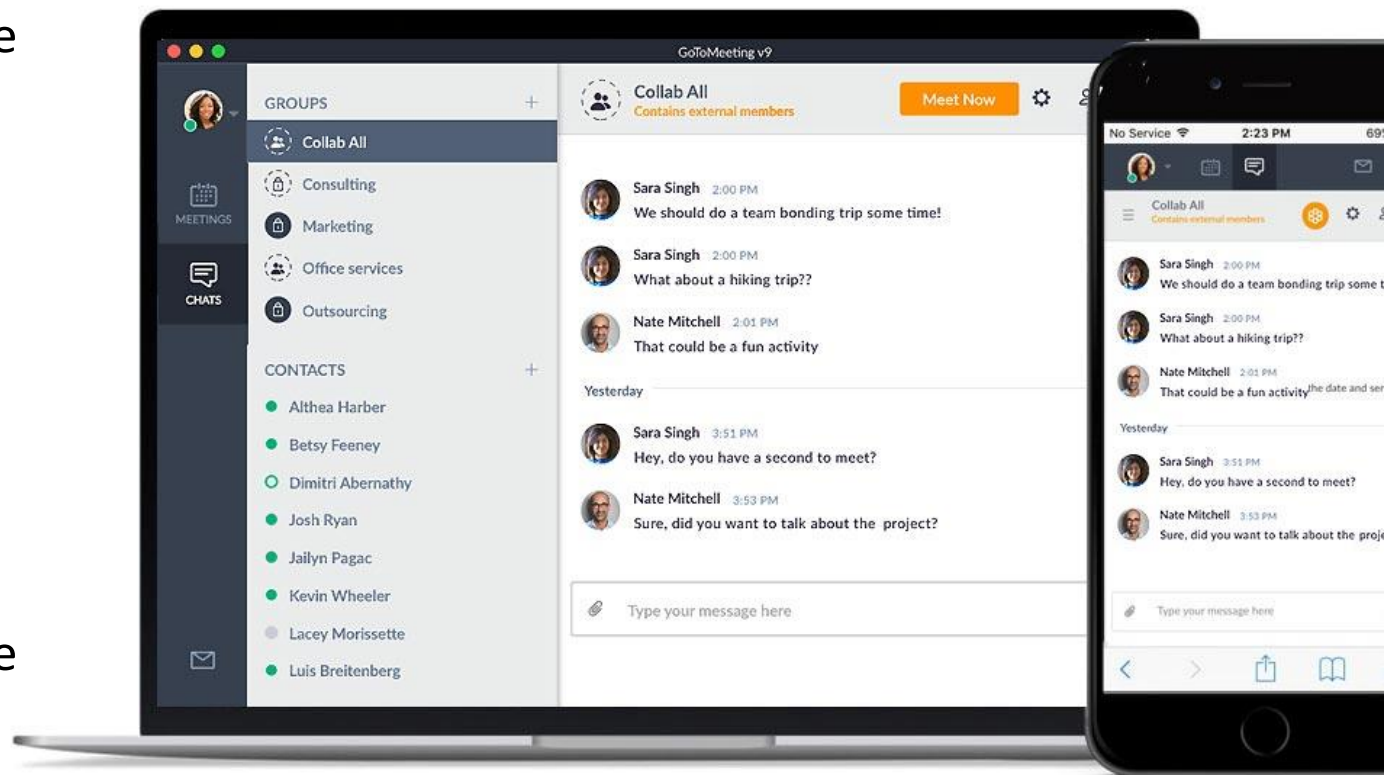
- Zoom Free:
 - unlimited number of meetings
 - capped at 40 minutes in length
 - meetings can't be recorded.
- Zoom Pro:
 - \$14.99 per month
 - create personal meeting IDs for recurring meetings
 - Record meetings in the cloud or your device
 - Capped at 24 hours duration for a meeting
- Zoom Business:
 - \$19.99 per month
 - Branding
 - transcripts of meetings recorded in the cloud
 - dedicated customer support



GoToMeeting

by LogMeIn

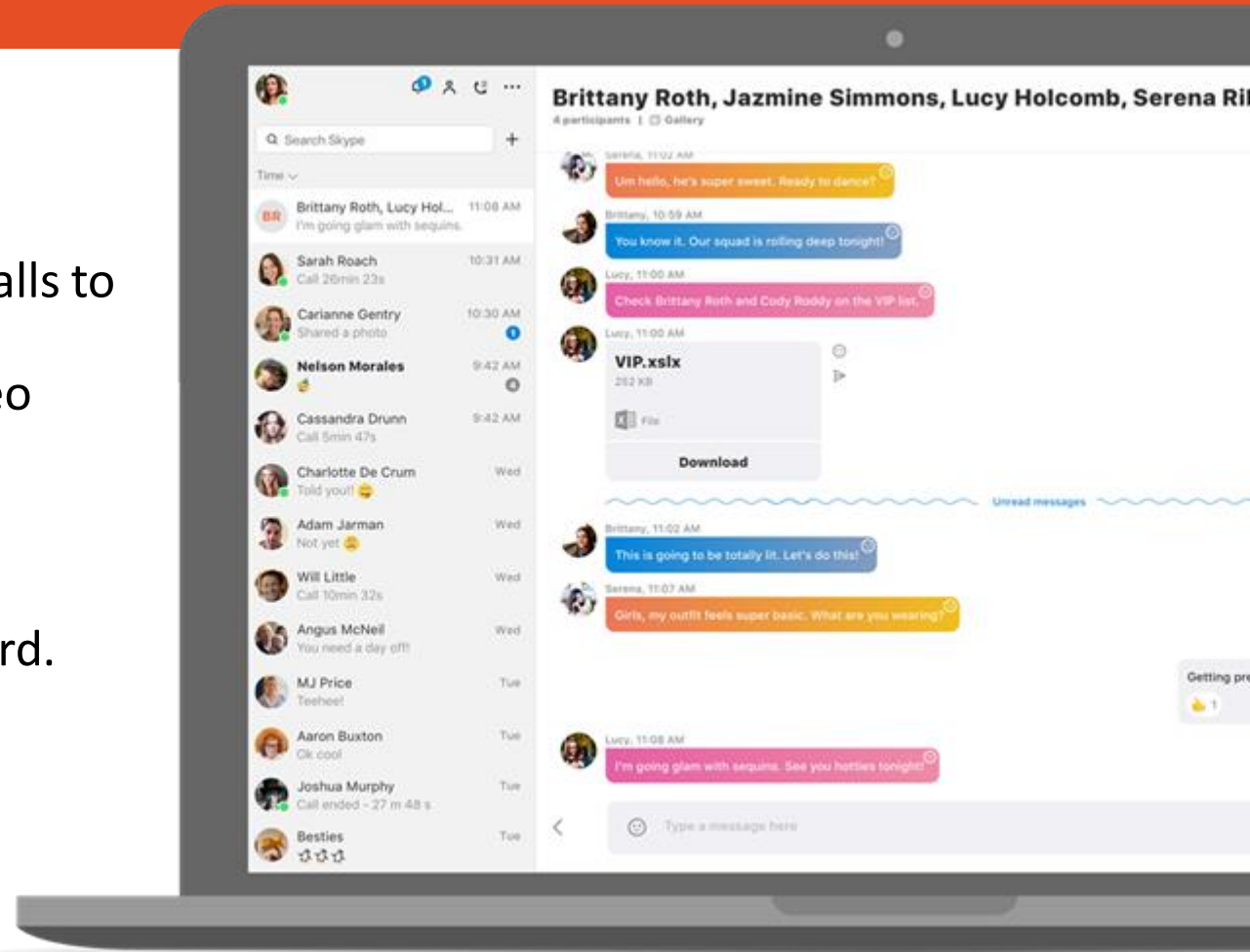
- Free (all web, no download needed)
 - 40 minute limit
 - Screen sharing
 - Video, Web-audio
 - Chat messaging in one session
- Professional
 - \$12/month
 - 150 Participants
 - HD Video
 - Screen Sharing
- Business
 - Web Audio
 - Dial in Conference Line
 - \$16/month
 - 250 Participants
 - HD Video
 - Screen Sharing
 - Web Audio
 - Dial in Conference Line



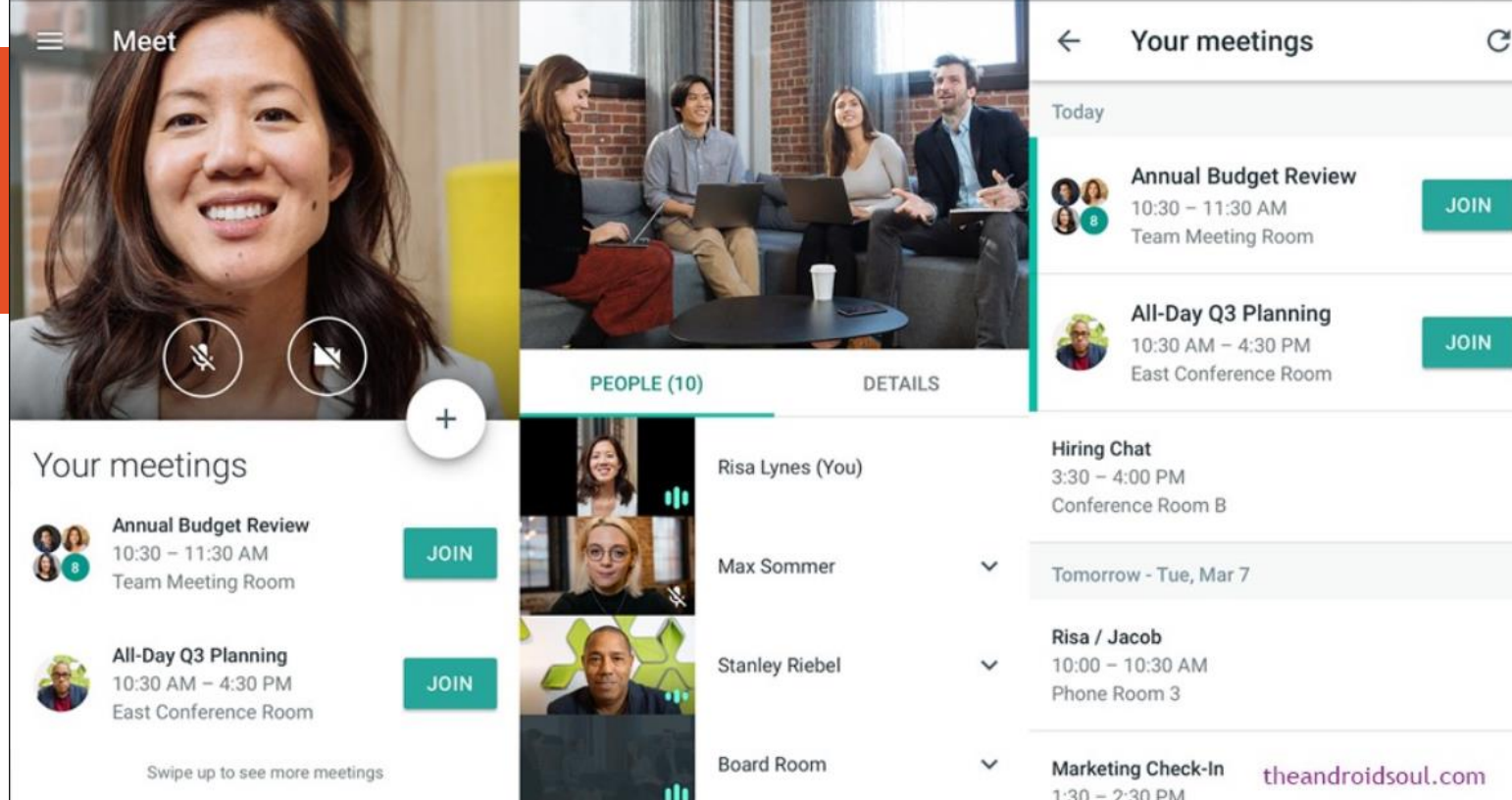


- Skype (personal)
 - Free to use but you can purchase credit to make calls to landlines and mobiles
 - Good, quick way for your law firm to chat and video
 - Screenshare
- Skype Meetings
 - Collaborate with up to 10 people
 - Screenshare, laser pointer, collaborative whiteboard.
 - (Only available in the United States)
- Skype for Business (comes w O365)
 - Add up to 250 people to online meetings
 - Enterprise-grade security
 - Integrated into your Office apps.
 - \$2 per month, per user

training@lawtechpartners.com | 407.409.8828



Google Meet



- To create/host a video meeting, host must be signed into GSuite
- To join a video meeting, attendees do not need a G Suite account. But do need the Meet mobile app or a supported web browser.
- Anyone inside or outside of your organization can join by selecting the link or entering the meeting ID.
- 250 participants per call.
- Live streaming with an increased audience limit of up to

- 100,000 viewers within a domain.
- The ability to record meetings and save them to Google Drive.
- Uninvited guests outside of your organization must be approved by a meeting participant in your organization, including users who aren't signed in to a G Suite account.
- Google is waiving the fees on the premium version of Hangouts Meet to assist businesses and schools operating remotely. (Ends July 1)



Legaler

- Designed for the legal industry
- Integrate with
- Schedule, host, and archive meetings in one place.
- Seamless for clients – no need to download any video conferencing apps.
- Automated scheduling and calendar syncing
- Vote on preferred meeting times
- Automatically archiving your meeting notes, duration, recordings, agendas, messages, and files by matter, for easy retrieval.
- Special promo code for San Diego Bar: **san-diego-19** (case sensitive) Enter the promo code by going to Settings > Subscriptions > Active Plan

training@lawtechpartners.com | 407.409.8828

MEET SMARTER. MEET LEGALER.

Smart lawyers use Legaler to make online meetings simple and secure.





slack



- Easier to set up and administer
- Freemium
- Standard \$6.67 user/month (billed annually)
- Plus \$12.50 user/month (billed annually)
- Unlimited 1:1 voice and video calls in Free plan
- Conference calls for up to 15 participants in Paid plans
- Screenshare: Unavailable in Free version, available in Standard and Plus versions

- Installed with Microsoft Office 365 (Mac or PC)
- Offers excellent integrations with Office 365
- Freemium
- Office 365 Business Essentials \$5 per user/month
- Office 365 Business Premium \$12.50 per user/month
- Voice/video calls with up to 250 people in a meeting
- Screenshare

This is no time to scrimp!



Adriana Linares

Adriana Linares is a legal technology consultant with her company, LawTech Partners. Using her practical and personal approach to technology she helps legal professionals use technology to maximize skills and investments through training and consulting. She served as Chair of ABA TECHSHOW 2017; works as a technology consultant to the Florida Bar Board of Governors and serves as the Member Technology Officer of the San Diego County Bar Association. Listen to Adriana as she hosts monthly episodes of the New Solo podcast on the Legal Talk Network.

Adriana Linares
LawTech Partners
407.409.8828
www.lawtechpartners.com

