

Tips on Conducting and Participating in Video or Teleconference Meetings

Edmonton

April 28, 2020 - 5 p.m.

TIPS FOR CONDUCTING AND PARTICIPATING IN TELEPHONE AND VIDEO CONFERENCING

Before the Meeting

- Have an agenda prepared before the telephone or video conference and assign discussion items to specific individual(s) if necessary.
- Choose a quiet location for the call; be mindful of the nature of the call and any privacy concerns.
- Test equipment and connections in advance to ensure they are functional.
- When possible, join the meeting a few minutes prior to its scheduled start time.
- Prepare a secondary communication channel if the primary channel is not operational (e.g. email copies of presentations, telephone conference call number and pin, etc.).

During the Meeting

- All participants need to share their video and/or audio.
- Check to make sure all participants can see and/or hear each other clearly.
- Mute your microphone if there is excessive background noise in your environment; select the unmute button to speak.
- Avoid interrupting or speaking while others are talking.
- Identify an individual responsible for facilitating the meeting; tasks include:
 - Opening up the meeting
 - Reviewing the agenda
 - Introducing all participants
 - Monitoring the duration of the meeting
 - Allowing all participants a chance to speak and contribute to the conversation
 - Responding to incoming messages from participants
 - Recapping the agreed upon decisions, action items and/or next steps
 - Thanking the participants and concluding the meeting

After the Meeting

- All participants should have access to relevant information from the meeting (e.g. meeting minutes, action items and record of decisions).

Online Training and Resources for using Google Meet

The City uses Google Meet to virtually host meetings. This tool is found in Google Mail meeting requests and via Google Chat.

Here are various G Suite Learning Centre resources to help with using Google Meet:

Level One - Start and Join Video Meeting using Google Meet

1.1	Start a video meeting	Learn the different ways to start a video meeting , such as from a Calendar invite, a web browser, or your phone. See tutorial.
1.2	Join a video meeting	Learn the different ways to join a video meeting , such as from a Calendar invite, meeting link, or conference room.
1.3	Add people to a meeting	Learn the different ways to add people to a video meeting , such as from a Calendar invite, Meet, or a phone.
1.4	View people in a meeting	Learn the different layouts available , such as how to display up to 16 participants.

Level Two - Collaborate in Video Meetings

2.1	Customize video meetings	<ul style="list-style-type: none">• Change screen layouts in a meeting• Pin, mute, or remove meeting participants• Use captions in a video meeting• Use a phone for audio in a video meeting
2.2	Share resources in a video meeting	<ul style="list-style-type: none">• View meeting details and attachments• Send chat messages to video meeting participants• Present during a video meeting
2.3	Broadcast video meetings to a larger group	<ul style="list-style-type: none">• Record a meeting• Live stream a video meeting.

Level Three - Productivity Tips for Google Meet


The guides below can help you combine G Suite products to work more productively.

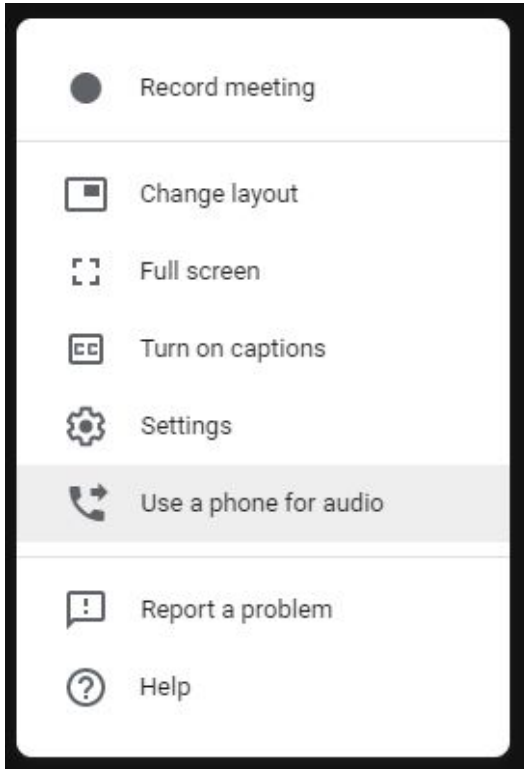
- [Plan and hold meetings from anywhere](#)
- [10 G Suite tips to work with remote teams](#)
- [10 G Suite tips for great presentations](#)
- [10 G Suite tips to onboard new team members](#)
- [10 G Suite tips to improve communication](#)
- [10 G Suite tips for brainstorming](#)
- [10 G Suite tips to go paperless](#)

USING A PHONE FOR GOOGLE MEET WITHOUT INCURRING LONG-DISTANCE CHARGES

- If you'd like to use a phone for audio in a Google Meet meeting without incurring long distance charges, choose **Call me (Have Meet call your phone)** instead of **Dial in (Dial in by phone)**.
- **Dial in by phone** requires users to call a Canadian or U.S. area code provided by Google which will be a long-distance charge on your phone.
- See below for steps on how to use a phone for audio in Google Meet.

Have Meet call your phone (local charges apply)

1. Depending on whether or not you're already in a meeting, choose an option:
 - If you're in the meeting, click More  > **Use a phone for audio**



- From meet.google.com, select the meeting and click **Join and use a phone for audio**. If you're in a different domain than the meeting owner, someone in the meeting might need to approve you.

Meeting ready

meet.google.com/ksy-iywu-oxi


Dial-in: (CA) +1 647-737-8364 PIN: 356 023 308#

[More phone numbers](#)

Join now

 Present

Other options

 [Join and use a phone for audio](#)

2. Click **Call me**.


Join and use a phone for audio ✕

Call me Dial in

Meet calls your phone so you can use it to listen and speak to the video call. When you answer the call, press 1 to connect to the call.

Select your country and enter your number.

Country Phone number

 780-243-4723


Remember the phone number on this device
Don't use on a public device

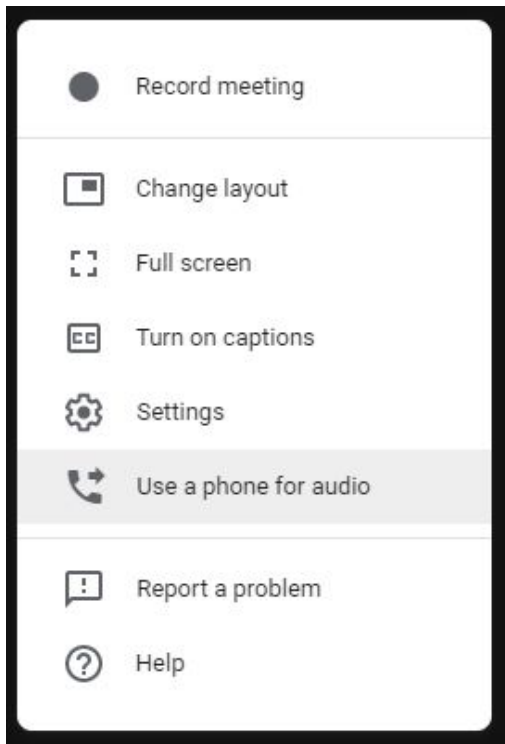
Call me and join

3. Enter your phone number.
4. (Optional) To save your number for future meetings, check the **Remember the phone number on this device box**.
5. Click **Call me**.
6. When prompted, press 1 on your phone.

Dial in by phone (long-distance charges apply)

If you're in a different domain than the meeting owner and were not invited to the Google Calendar event, you must first join the video meeting and then someone in the meeting might need to approve you.

1. Depending on whether or not you're already in a meeting, choose an option:
 - If you're in the meeting, click More  > Use a **phone for audio**.



- From meet.google.com, select the meeting and click **Join and use a phone for audio**. If you're in a different domain than the meeting owner, someone in the meeting might need to approve you.

Meeting ready

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Other options



[Join and use a phone for audio](#)

2. Click **Dial in**.

Join and use a phone for audio ×

Call me Dial in

Use your phone to listen and speak to the video call. Your video joins here when your phone connects.

Country

Canada

On your phone, dial:
+1 647-734-9721

Enter this PIN when prompted:
117 667 506#

3. Select your country for a local dial-in number, if available.
4. Dial the number on your phone.
5. When prompted, enter the PIN and then #.