

# Organizing international remote participation at WFPI meetings



## 1. Meeting time

If you need global participation in your meeting, schedule it for around 2pm GMT: early morning for West coast USA, late evening for East Asia/the Pacific.

## 2. Issue an invitation, to include:

- a) joining instructions, log on or dial-in, for the GoToMeeting (GTM) session: **WFPI will provide these**, time zone indications for selected cities to facilitate participants or a link to a time zone calculator e.g. <http://www.timeanddate.com/worldclock/converter.html>
- b) highly, highly recommended use of headsets to avoid feedback on the system, the agenda,
- c) any attachments/a reference to a website board (plus password) where reference documents can be found.

*We recommend re-issuing the invitation as a reminder the day before the meeting*

## 3. Provide the following equipment:

- a) a lap top, hooked up to the internet
- b) a cabled high speed internet connection. To note: cabled can be costly at meeting venues so increasingly WFPI is economising by using wifi set ups only. **However, this can be risky if the wifi is not extremely stable. Please realize that if the wifi connection fails, the online meeting is over...**
- c) a projection screen, a projector-to-laptop connector and a projector/beamer (if presentations),

***If more than 5 or 6 people physically present at the meeting:***

- a) a microphone wired up to the lap top – this allows those participating online to hear those physically present in the room speak. Use the microphone at all times & with care,
- b) if large numbers in the room, speakers wired up to the lap top – this allows those physically present in the room to hear online participants speak.

***Please test microphones and speakers before the meeting starts with someone online: audio adjustments are usually required.***

## 4. Ensure someone with the GTM login can start the meeting, close it down and (if necessary) record it

**The WFPI will issue “organizer” login details.** This person does not need to be in the meeting room with you. If he/she is not, make sure the meeting room logs on/dials in to the GTM session using the invitation joining instructions.

*It is possible to have two meeting organizers, both logging on as such from different places. This is ideal as if one falls off line, the meeting stays open! (We have had this experience...)*

## 5. Facilitate the online side of the meeting – usually the “organizer”, at least to start with

- a) Activate screen share,
- b) Run the presentations (slides to be passed to the organizer beforehand) **or** pass the screen to a remote presenter **or** to the meeting room for a person physically present to run his/her own slides.

The latter must use the lap top in use for the GTM session. To note: slides must be ultra-simple and heavily compressed to keep bandwidth use down,

- c) Ensure online participants turn off their webcams (keep bandwidth use down), their microphones are muted and they intervene when they want to (chat board recommended to signal an intervention)
- d) Establish how the online moderator will let the meeting Chair know someone online wishes to speak, has just joined the meeting and needs an introduction, etc. This communication line between the online moderator and the meeting chair is vital to the online meeting's success.

## 6. Online participation numbers

Limited to 25 people.

## 7. Online meeting costs

To be born by the host society except for the use of GoToMeeting, which is a facility WFPI offers to its members through the SPR.

### REMINDER

Please bear in mind that WFPI's international spread stretches this sort of technology to its limits. Here's a YouTube clip for you to enjoy - we have experienced all of these problems and more! [http://m.youtube.com/watch?v=DYu\\_bGbZiiQ&desktop\\_uri=%2Fwatch%3Fv%3DDYu\\_bGbZiiQ](http://m.youtube.com/watch?v=DYu_bGbZiiQ&desktop_uri=%2Fwatch%3Fv%3DDYu_bGbZiiQ) However, we are learning to iron out the bugs; for any that escape us, we ask for your indulgence. WFPI leaders and members can never all be in the same place at the same time - this is the way we must operate.

Questions? Contact [wfpf.office@gmail.com](mailto:wfpf.office@gmail.com)