

MONTGOMERY COMMUNITY MEDIA'S

LUNCH & LEARN:

How to Run a Great Virtual Meeting

PRESENTED BY: DEREK WHITE



Topics

- Introduction
- Video conferencing software
- Best Practices Before your Meeting
- What's on the Agenda?
- Don't Be a Talking Head or a PowerPoint Ranger
- Equipment Tips
- Follow up



Google Hangouts

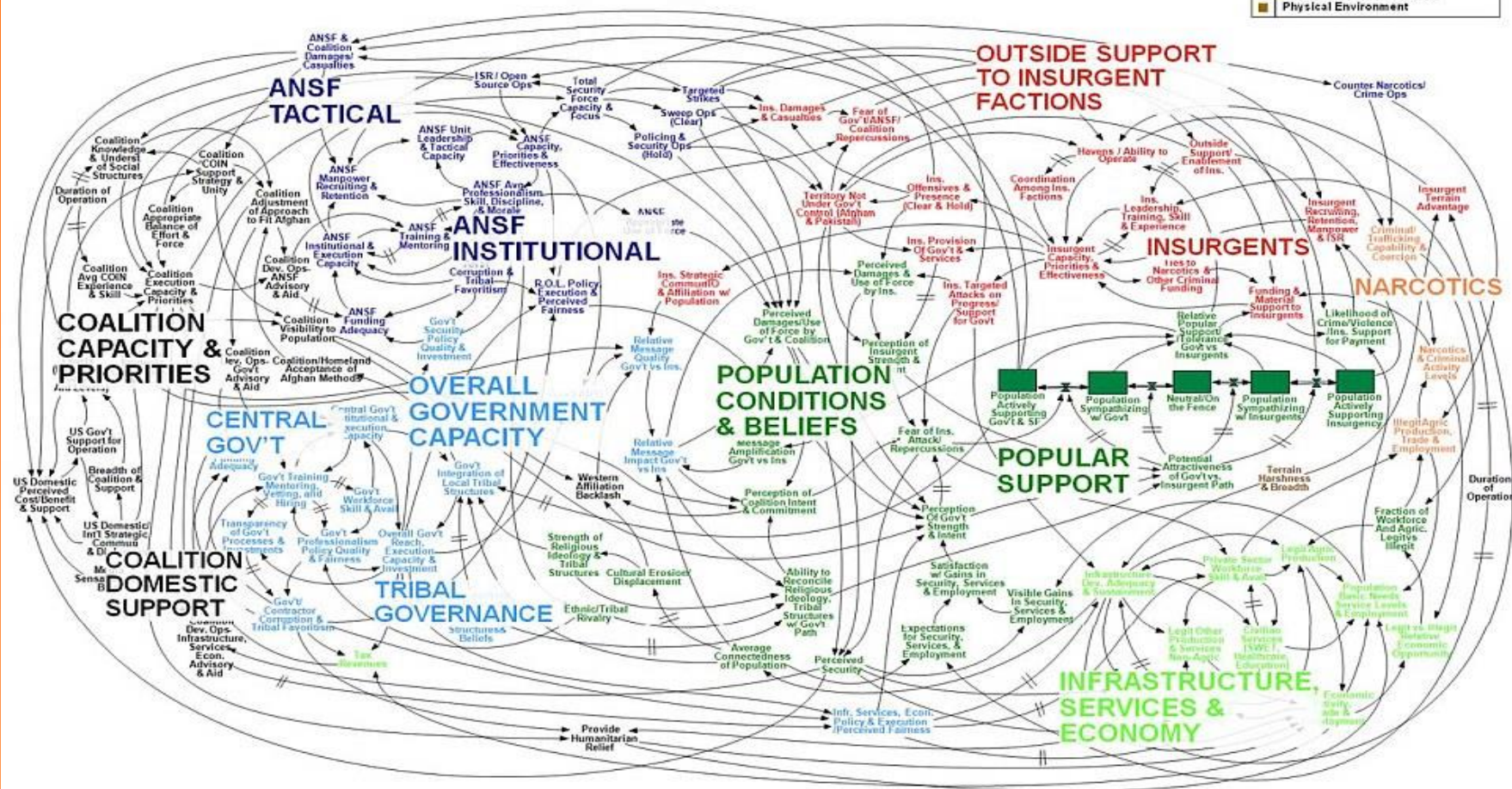


Equipment Tips

- Computer or Video-Conferencing Machine
- Webcam or Camera
- External/Internal Microphone or Headset
- Broadband Connection/Network Bandwidth

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 = Significant Delay



WORKING DRAFT – V3

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Questions

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