Hello and welcome

Thank you all for joining us today, and for finding the time out of your busy schedules to attend our webinar.
In July we hosted our Local Section Day and Interest Group Forum at Burlington House (our London headquarters) where we introduced our GoToMeeting and GoToWebinar platforms to you.

Today we are going to be talking about GoToMeeting, what it is, and how your committee can use it to host your meetings.
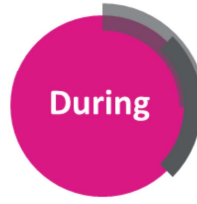
Hello,

We are the Networks Team. We're on hand to answer your questions throughout the webinar so please do ask questions via the chat function.

Before
- What is GoToMeeting?
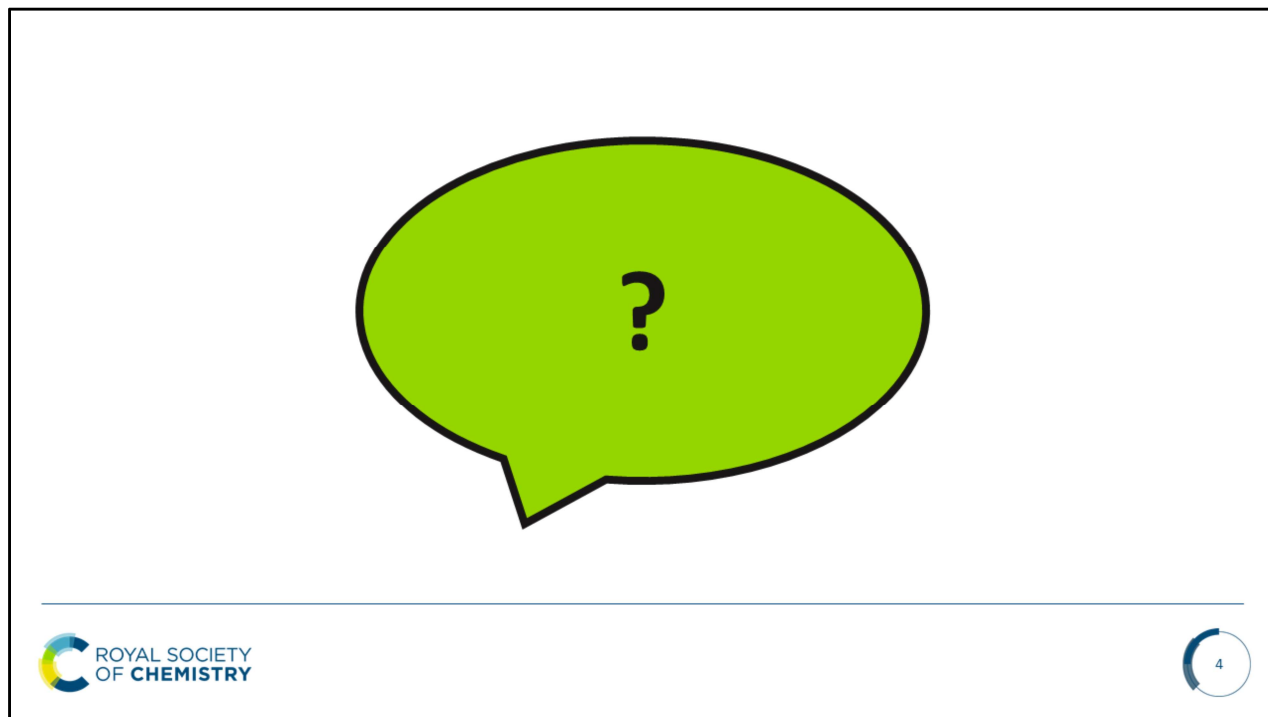- Scheduling your GoToMeeting

During
- On the day
- Starting your GoToMeeting
- Control Panel and Features

After
- Ending your GoToMeeting
- Sharing the meeting
- FAQs

Submit questions using the 'Questions tab'
Or chat to us using the 'Chat' feature

Before

Preparing for your meeting

Poll – have you used GoToMeeting before?

GoToMeeting is an virtual meeting which allows you to meeting from anywhere in the world using your computer or smartphone via the internet, or by dialling in using a mobile phone or landline.

It can be used as a stand-alone meeting, or in conjunction with a physical meeting, allowing greater access to your attendees.

Inclusive committee

GoToMeeting is a great way to make your committee meetings more inclusive

- Dial in from anywhere
- Present papers
- Share mouse/keyboard control

https://www.rsc.org/about-us/our-structure/council-committees/#id-committee

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To schedule your meeting:
1. Visit our useful forms and documents page: www.rsc.org/FormsDocuments
2. Within the 'GoToWebinar / GoToMeeting booking' section you will find the link to the GoToMeeting booking form
3. Click the link and complete the questionnaire, we will ask you for the name, date and time of your meeting. We will also ask you if any of your attendees will be dialling in from overseas, this will enable us to provide the correct dialling in details for their country.
4. Once you submit the form a member of the Networks team will schedule your meeting and send you the meeting access details for you to share with your attendees.
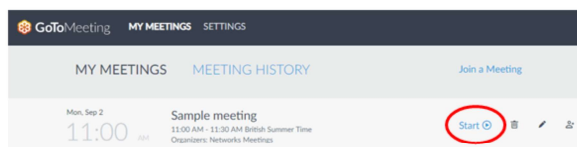
During

What you should do on the day of your meeting

To start your meeting:
1. Visit global.gotomeeting.com and log in (login details will be provided by the Networks Team
2. Scroll down until you locate your meeting and click 'start'. Please be mindful that there will likely be other meetings schedule. This is account is open to all of our Interest Groups and Local Sections and we ask that you only access your own meeting.
3. The GoToMeeting application will open and you will be launched into your meeting. If you do not already have the application installed you will be prompted to download it. To do this simply follow the onscreen instructions.

On the day of your meeting it is important to be well prepared. A few preliminary checks can really help with ensuring the meeting runs smoothly.

Start early and make sure you have a reliable internet connection.

Close any unnecessary apps and programmes which may cause pop ups to appear on screen, the audience doesn't need to know who you're meeting for coffee in an hour.

Say hello in the chat panel and request all microphones are muted when not in use. This will help to minimise background noise.

We will not introduce you to the GoToMeeting panel, this will automatically open when you are launched into your meeting.

Within the panel there are a number of different sections which we will cover over the next few slides. Each section can be expanded by clicking the arrow, or 'popped out' by clicking and dragging the hashed area on the left. To pop it back, simply click and drag it back to the control panel.

Audio
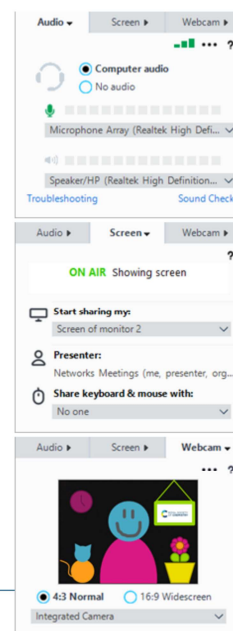Allows you to check your mic and speakers are working
It's a good idea to have your microphone muted when you're not talking, this helps to minimise background noise

Screen
Allows you to share your screen and give mouse/keyboard control to another attendee

Webcam
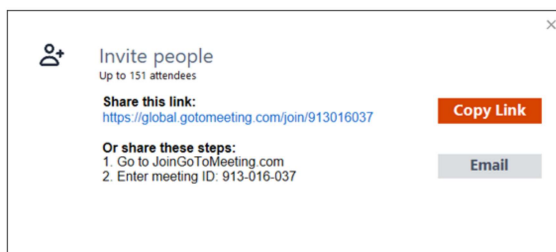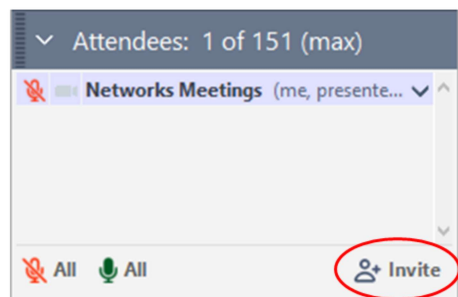Allows you to turn your webcam on/off

Audience View

Allows you to see what the audience can see. It is useful to have this open when sharing your screen to make sure the audience can see what you want them to see.
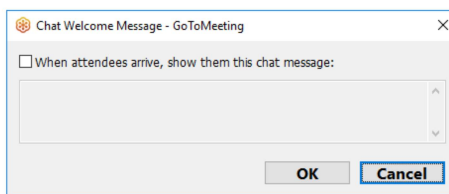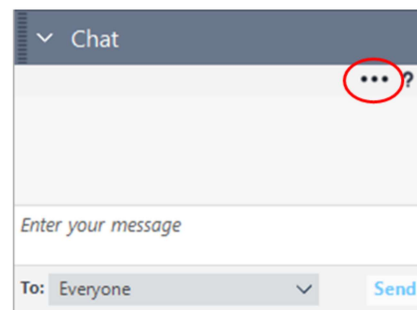
Attendees

Lets you see a list of attendees. If you would like to invite someone to the meeting, click 'invite' and you will be given the option to copy the link address, or email the meeting details.

Chat
Allows you to send written messages to the audience, or individual attendees. By clicking the three dots in the top corner you can write a message which will automatically be sent to attendees when the arrive. This is a great way to say Hi and ask them to mute their microphones when not in use.

Drawing tools
The drawing tools allow you to add emphasis on certain areas of your screen when sharing your screen. You can point, make notes, highlight the document and delete all of the onscreen annotations. From here you can also give attendees permission to draw.

Top Tip! Right click on the screen to see more drawing features.

Meeting ID
Clicking the meeting ID allows you to lock the meeting to prevent anyone else from joining. You can also invite more attendees from this panel.
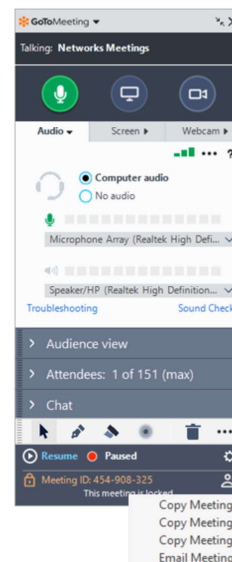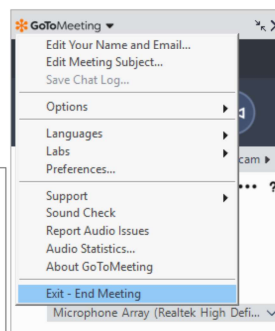
After

Ending your meeting

1. Click GoToMeeting in the top corner
2. Select 'Exit – End Meeting' in the drop-down menu
3. Clicking 'Yes' on the prompt will end the meeting

End meeting for everyone?

Are you sure you want to end the meeting for everyone?

Yes   No

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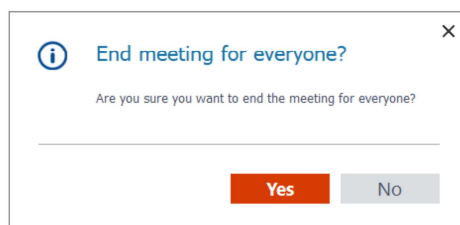
1. Click GoToMeeting in the top corner
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3. Clicking 'Yes' on the prompt will end the meeting

If you have chosen to record your meeting, when you end the meeting the MP4 recording will automatically begin to download. This will be saved to the cloud.

FAQs

How much does it cost to use GoToMeeting?

Nothing, this service is paid for by us and is free for your committee to use.

Do I need to book GoToMeeting in advance?

Yes, please visit www.rsc.org/FormsDocuments to complete the booking request form.

How many people can attend a meeting?

GoToMeeting can host 151 attendees.

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Open the floor to questions

Social media for beginners

http://www.rsc.org/events/detail/40965/social-media-for-beginners

Join us for our first webinar for an introduction to social media, including:

What is social media?

How do I use social media?

Why and when should I use social media?

Which mechanism do I choose?

Social media training for member networks: finding and planning content

http://www.rsc.org/events/detail/40969/social-media-training-for-member-networks-finding-and-planning-content

This time we'll focus on finding and developing content, including:

How to find your voice

How to show your personality

Staying present and engaging with your audience

Social media training for member networks: scheduling your content

This is all about how you can plan and schedule your social media activity in advance.

We know that our volunteers are busy people, so we want to show you some tools

you can use to save time and promote your activities more effectively.