



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.

RSC Member Networks Team



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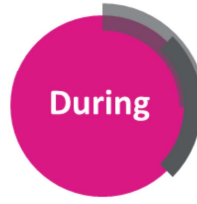
Hello,

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

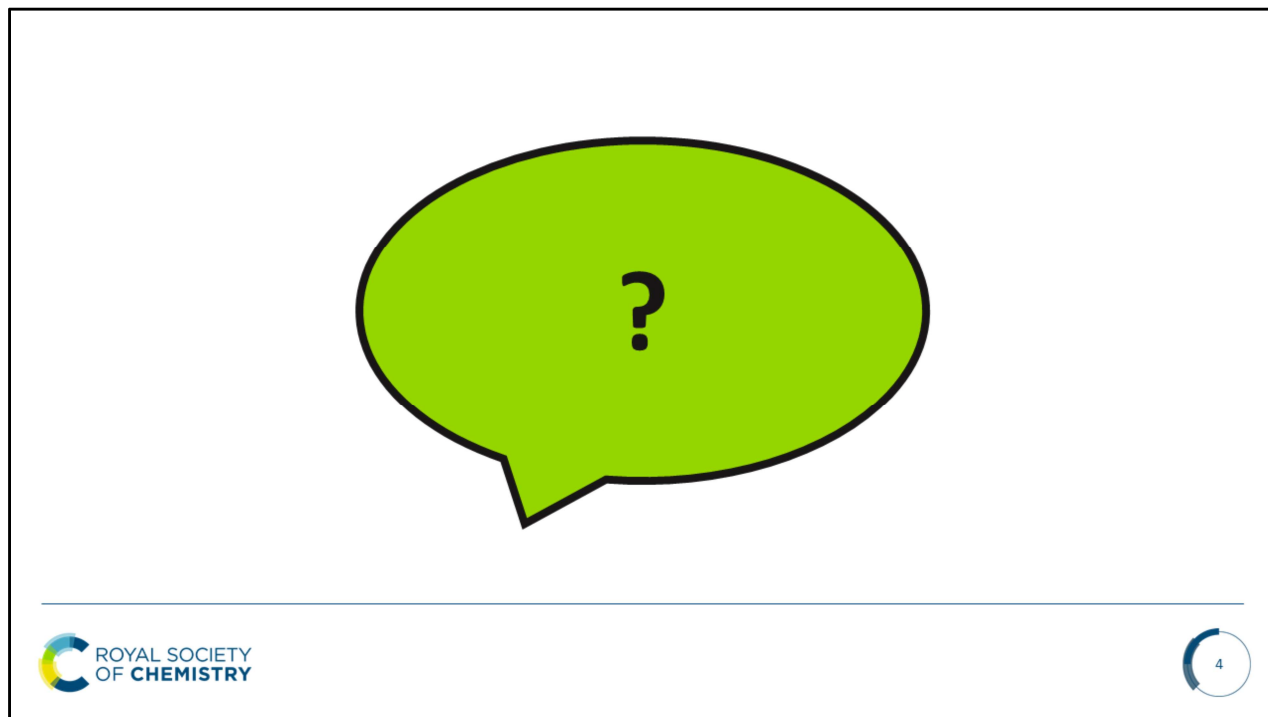
On the day
Starting your GoToMeeting
Control Panel and Features



After

Ending your GoToMeeting
Sharing the meeting
FAQs





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



Poll – have you used GoToMeeting before?

What is GoToMeeting?



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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>

Considerations and actions for an inclusive committee

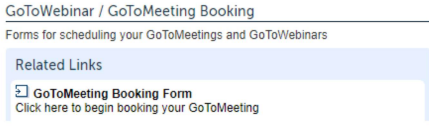
Consider

- Who?** Is your committee representative of the diversity of your wider community? Do you have a range of views from a wide range of experiences?
- Where?** Where do you hold your committee meetings? Is the location suitable for all? Is it accessible for anyone with access requirements (mobility, hearing, sight etc)?
- When?** Is the meeting time suitable for all? Could you alternate days/times of meetings to maximise attendance by everyone? Have you considered religious holidays/events, and/or school holidays?
- What?** Are your resources (meeting papers, web pages, reading materials) suitable for everyone? Will anyone be excluded by the format or wording you choose? Is inclusion and diversity a standing item on your agenda?

Act

- Listen** Listen to everyone. Give everyone an opportunity to raise their opinion even if that means providing an alternative method, not within the meeting.
- Speak** Express your opinion. Join the discussion.
- Record** Minute your discussions and distribute papers in advance.
- Reduce bias** Are you aware of your own unconscious biases? Our backgrounds, experiences and society all have impacts on our decisions and actions without us realising. Being aware of our own unconscious biases is the first step to reducing them. Take this test [bit.ly/test-your-biases](https://www.rsc.org/about-us/our-structure/council-committees/#id-committee) to discover your own unconscious biases or watch the Royal Society's video [bit.ly/RS-bias-video](https://www.rsc.org/about-us/our-structure/council-committees/#id-committee)


Booking Meeting

- www.rsc.org/FormsDocuments
- Click the link:


GoToWebinar / GoToMeeting Booking
Forms for scheduling your GoToMeetings and GoToWebinars

Related Links

[GoToMeeting Booking Form](#)
Click here to begin booking your GoToMeeting
- Complete the questionnaire:

 ROYAL SOCIETY OF CHEMISTRY

GoToMeeting Booking Form

GoToMeeting Booking Form


GoToMeeting is an online platform which can be used to hold virtual meetings, making your meetings more accessible. If you would like to use GoToMeeting for your committee meeting, or in conjunction with a physical meeting, please complete the below survey and a member of the Networks Team will be happy to help.

1. Name of network *

2. Title of meeting *

3. Date of the meeting *

DD/MM/YYYY

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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

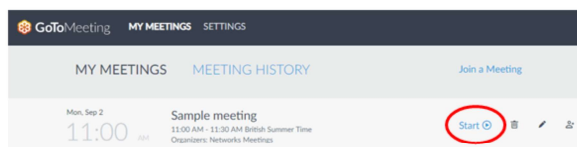
What you should do on the
day of your meeting

Starting Your Meeting

1. Visit: global.gotomeeting.com and log in

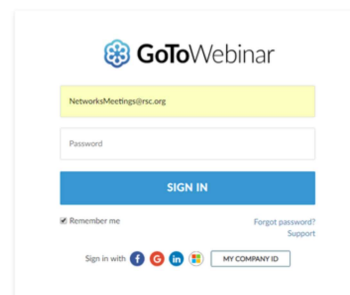
Login details will be provided by NetworksMeetings@rsc.org

2. Locate your meeting, click [Start](#)



3. You will be launched into the meeting.

You may be prompted to install the application if you do not already have it installed



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



Start the meeting early



Close any unnecessary
apps and programs

Avoid pop-up notification



Mute your mic

Reduce background noise by
muting your mic when it's not
needed

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.

Control Panel

Audio

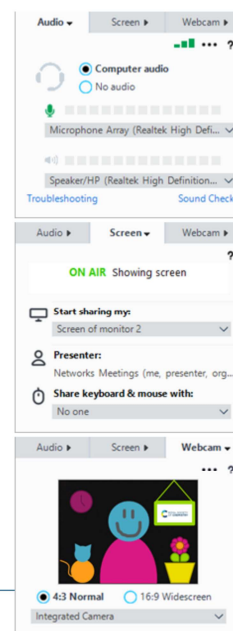
Allows you to mute/unmute your microphone, and check the status of your microphone and speakers

Screen

Allows you to turn screen sharing on/off, select which screen is shared, and give mouse/keyboard control to another attendee

Webcam

Allows you to turn your webcam on/off



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

Control Panel

Audience view

Allows you to see what the audience can see



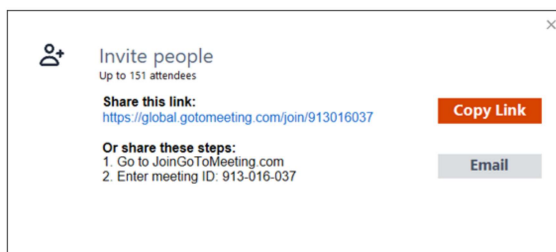
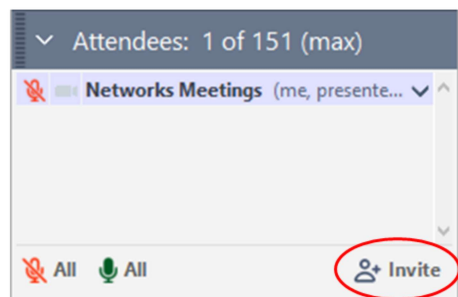
Audience View

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.

Control Panel

Attendees

Allows you to see the list of attendees and invite others to join the meeting



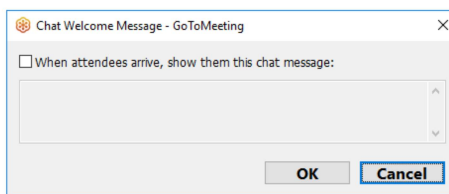
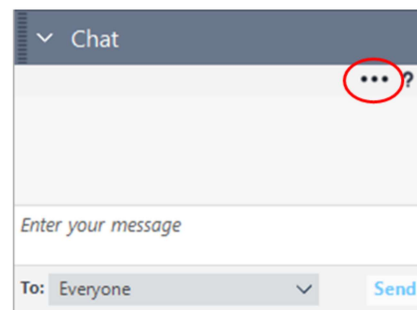
Attendees

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.

Control Panel

Chat

Allows you to chat to individuals or to the whole group. You can also set a welcome message in the chat panel



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 they arrive. This is a great way to say Hi and ask them to mute their microphones when not in use.

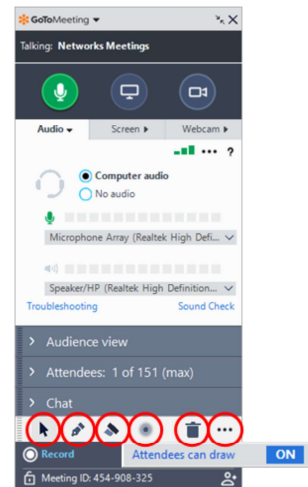
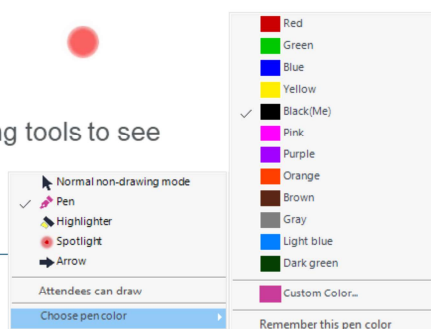
Control Panel

Drawing tools

Allows you to draw on the screen using different tools. Attendees can see this and be given permission to draw



Right click using one of the drawing tools to see more features



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.

Control Panel

Drawing tools

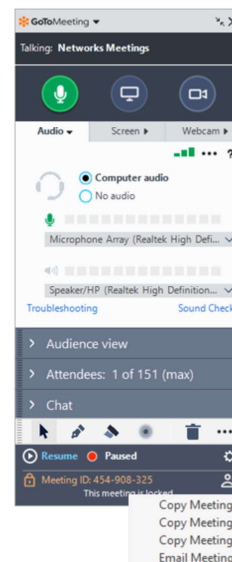
Allows you to draw on the screen using different tools. Attendees can see this and be given permission to draw

Recording

Records your meeting, including screen and audio. Webcam and drawings will also be recorded.

Meeting ID

Lock/unlock the meeting. Invite others to attend the meeting.



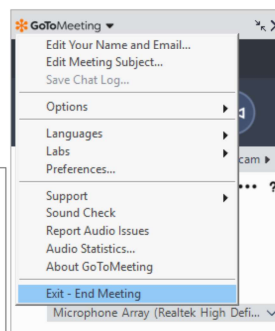
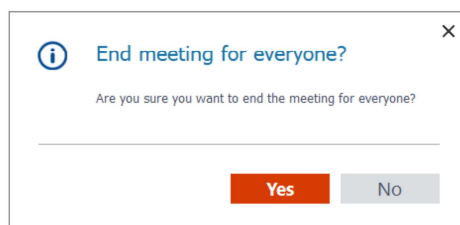
Meeting ID

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.



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



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

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.

Open the floor to questions

Upcoming training

We've organised a series of webinars to provide social media training for our member network volunteers.

You can find information in the [Networks Newsletter](#) or on the [Events Database](#), or you can register by clicking on one of these links:

17 September, 11:00-12:00

- [Social media for beginners](#)

24 October, 11:00-12:00

- [Social media training for member networks: finding and planning content](#)

19 November, 11:00-12:00

- [Social media training for member networks: scheduling your content](#)

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.

Thank you
NetworksMeetings@rsc.org