BEFORE YOU START INCLUDING HANGOUTS AS A COMPONENT OF YOUR MEETINGS

- Learn how to use Hangouts. (Invitation via Google Calendar, Join video call, Mute Mic, Mute Camera, Chat, Screenshare)
  - **Note:** you will probably have to provide the laptop for most meetings

PLANNING MEETINGS THAT INCLUDES ATTENDANCE VIA HANGOUT

- **Meeting Room:**
  - Try to get a room with a projector, speakers and table top microphone. Otherwise you will have to bring your own.
  - Get assurance that the room has a fast internet connection. If it gets slow during the meeting ask other attendees to disconnect their laptops, tablets and smart phones from the wi-fi.
  - Reserve the room for 1/2 hour BEFORE the meeting begins so you can set up you computer(s) and access the Hangout.
  - Have access to speaker phone or cell phone for a back up teleconference (in the event any of the remote attendees has problems getting into the Hangout).

- **Invite guests via Google Calendar.** (This a very efficient method to manage invitations.)
  - Send the invitation(s) well in advance. (This will allow them time to prepare to use Hangouts just as you will have prepared.)

- **Do not assume your guests have competence with Hangouts.**
  - Encourage them to use a desktop or laptop, not a tablet or smart phone.
    - Tablets and phones have small screens and cannot access all Hangout features.
  - Encourage novices to practice well before the meeting.
    - Invite novices to practice Hangout a week or two before the meeting.

- **Have an assistant who can tend to Hangout details during the meeting**
  - to help remote attendess with technology so you can conduct the meeting.
  - to assist with Screensharing and Chat, so you can focus on the meeting.
  - **Note:** Your assistant will need to have a laptop for herself at the meeting.

- **Have everybody join the video call 30 - 45 minutes before the meeting** (so there will be an opportunity to troubleshoot technology that isn’t behaving as expected).
  - They can mute their mics and cameras while they are waiting for the meeting to begin.

AS YOU CONVENE THE MEETING

- Ask people attending remotely whether they can hear you.
- Remind people attending remotely call to:
  - mute their mic when they are just listening.
  - mute their camera if they do not want to be seen at all times.
  - turn down their speakers if they are getting feedback.