

Virtual Meeting Setup

There are a few applications that can help you set up and deliver an online meeting or training.

Zoom

Maryland State Library Agency (MSLA) provides some Zoom licenses to each public library system. Additionally, there is a webinar license with 1,000 seat capacity that can be borrowed.

MLA Connect

The MLA Connect platform includes a feature that provides real-time virtual meeting technology.

Google Meet & Microsoft Teams

Most libraries have subscriptions to live online platforms such as Microsoft Teams and Google Meet.

Conference Calls

Sign up for a free conference call number with these products:

Uberconference - Up to 10 people can join via phone or computer

Free Conference Call - More than 10 people, but limited to 20 minutes

Blackboard Collaborate and Ultra

PC-based live conferencing is available via the Blackboard Collaborate platform. (Blackboard Ultra is the newest platform and we are currently testing it). You can sit at your PC and connect to others at theirs by plugging in your headset with microphone (example) and using an online whiteboard with other features in a virtual room. These virtual rooms are available for staff training and meetings. The rooms can only be used for Maryland public library business (and MLA business). To use a room, you must reserve it via the Virtual Meeting Calendar. Please check with your staff development coordinator to make the reservation and obtain the room URL. (Room URLs cannot be posted here due to license agreement). For MLA meetings and events, please contact the MLA Office.

Here are some additional documents that you may find useful:

[Blackboard Collaborate Tip Sheet](#)

[Blackboard Ultra Tip Sheet](#)

Doodle is a free web-based application that allows you to easily schedule your meeting or training by polling participants for their availability.

