

## Using Zoom for WSAC meetings

Hi

I was asked to put together a small note on the Use of Video conferencing for WSAC meeting and even AGM's . I know that some WSAC's are already used video conferencing so for the others. Most that I know of are using a facility called Zoom Of course there are other video conferencing facilities and providers, such as CISCO, Google Hangouts, Skype etc so you should use the one that suits best

Zoom video conferencing provides an easy way for WSAC to meet during this period of COVID restrictions.

Zoom can be used for both small and large meeting.

It could even be used for AGM's should you wish to do so.

The basic Zoom is free to use, but limits the number of meeting participants to 100, and the duration of each meeting to 40 minutes, - However for regular WSAC meeting it is possible to simply schedule two or three meetings back to back. .

For larger groups (where slight interruptions to meeting are not acceptable) it will be necessary to purchase a subscription to Zoom. Subscription is charged monthly and can be cancelled at any time. So it is possible to have a large (AGM style meeting ) with many participants by purchasing a subscription and cancelling it after the meeting. Currently a €13.99 subscription will allow 100 participants or 18.99 will allow 300 participants.

With a purchased subscription it is also possible to allow voting on motions etc. during meeting

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

See the attached link for pricing etc. <https://zoom.us/pricing> this same webpage allows you to download any required software.

The best way to get started, if you are unfamiliar with Videoconferencing is to sign up for a free subscription and play with it. Organise a few meeting with your WSI colleagues or family members and learn how it works, .

The ZOOM website provides multiple help videos and pages to enable folks to get best use of the tool and I found it to be helpful and easy to use.

e.g. <https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

Regards

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