NHLA Online Meetings Using GoToMeeting

NHLA has a subscription to GoToMeeting for NHLA Sections and Committees to use to host virtual meetings allowing members from all over the state to participate.

Guidelines
- NHLA has one shared account and has a designated administrator.
- The administrative login and password are available to all officers and the chairs of sections and committees. The chair schedules the meetings on GoToMeeting.
- All meetings must be posted to the GTM calendar.
- Meetings are open to all members.
- Training documents and videos are available at https://global.GoToMeeting.com. NHLA will not provide technical support, but the administrator may be able to answer questions.
- The conferencing software is available only for NHLA business.
- GoToMeeting has a limit of 25 attendees.
- The designated administrator is Marilyn Borgendale. Contact her for the password and for any assistance. She is happy to help schedule the meeting or record it on the calendar.
  mborg@gmilcs.org  603.485.4286

To schedule a webinar
- Check the GoToMeeting calendar to make sure your meeting time is available. Log into the GTM calendar at google.com. Login = nhlagtm password = [ ] and add the date for your meeting to the GTM calendar. Verify that the date is being displayed on the master calendar.
- Log in to global.gotomeeting.com using the information below and select Schedule.
  Login: nhlagtm@gmail.com
  Password: [ ]
- Title, describe and set up registration questions for your Webinar.
- After scheduling the Webinar, click on the “invite attendees” icon either immediately or on the start page of global.gotomeeting.com.
- Select all and copy the data and include it in an email to your committee members.
- Click on the Start a Test Meeting at the top of the page to practice.

Before the meeting
- Explore the training videos and documents available on the GoToMeeting web site:
  http://help.citrix.com/meeting
- Designate someone to run the GoToMeeting software, so the presenter or Chair can focus on the content and not technical troubleshooting.
- Do a practice session.
- Encourage participants to use a USB microphone headset and to use the audio wizard to set up the sound before the meeting. It is key that your meeting participants have prepared their computers for the meeting before the meeting.
- Send out a detailed agenda to meeting participants.

**During the webinar**
- Ask participants to mute themselves when they are not speaking.
- Encourage the participants to identify themselves before speaking. When you get to know each other’s voices, this may not be as important.
- Clearly state which part of the agenda is under discussion.
- Use GoToMeeting to share documents with participants.
- Have your e-mail open in case someone needs to contact you because they can’t get into the meeting.
- Recognize that meeting topics might take longer to discuss in online environment.

Consider meeting in person for the first meeting to build relationships and then transitioning to online meetings.

**Future Webinars**
Once you have set up a meeting on your computer or tablet, you may choose to schedule it from the app. See the online help for instructions.

**Scheduling the meeting in screenshots**

Go to [https://global.gotomeeting.com](https://global.gotomeeting.com) and log in.

Or you may see this screen. Click on Schedule.
Fill in the subject, date, time, and click provide both. You will be encouraging participants to use the VOIP as that is free of charge. Click schedule.

An invitation will be sent to nhlaexecutive@gmail.com, but you can invite people from the start page where your scheduled meetings display. Click on the invite participants icon.
The invitation box displays with the meeting connection information. Click Copy and add it to an email to your committee.

Log in to the account and click Start to begin the meeting.
If you have any questions or want help with scheduling or updating the calendar, please contact Marilyn Borgendale, mborg@gmilcs.org, 603.485.4286.

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