Hosting and giving a presentation online via video conference software

Your job as a host meeting
Choosing the best application

Skype (free plan)

• Allows up to **50 participants** in a single meeting

• Up to **100 hours per month** (10 hours per day)

• Requires Skype/Microsoft account to create and join meeting

• Meetings can be recorded

• Allows share screen feature

Zoom (free plan)

- Allows up to **100 participants** in a single meeting

- Up to **40 minutes per meeting**

- Doesn't require Zoom account to join meeting (needs Zoom account to create meetings)

- Join using ID and password

- Meetings can be recorded

- Allows share screen feature

Google Meet (free plan)

- Allows up to **100 participants** in a single meeting

- Up to **60 minutes per meeting** (up to 24 hours per meeting until September 2020)

- Requires google account to create and join meeting

- Meetings not recordable

- Allows share screen feature

Things to consider:
1. How many participants will join the meeting?
2. How long will the meeting be?
3. Make sure the application you choose allows share screen if online presentation will be used
4. Will you be recording the meeting?

Before meeting day
- Make sure to **send invitation link to all participants** days in advanced before the meeting day
- Send the link again an hour before the meeting as a reminder to all participants

During the meeting
- Make sure the **meeting ends on time** before the video conference software time limit

Your job as a presenter

Before the presentation day

- **Make slides** as usual from any presentation maker applications (PowerPoint, Keynote etc)

- **Test your slides** on the chosen video conference software with a friend

- Make sure you know how to navigate the screen sharing option

- Make sure to **test your webcam video and microphone** on your laptop. Using an earphone with built-in microphone might make your voice clearer

- **Practice** your presentation on the video conference application and make sure your friend can listen to your voice clearly

On the presentation day

- Make sure your **laptop is connected to power or fully charged**

- Make sure presentation slides are already open

- Sit in a well-lit and quiet area

- Let the host meeting know in advance so you can join the meeting 10 minutes earlier to check your slides again one last time

(Graduate School of Engineering and Science, D3)