



Cape & Islands Deanery
Episcopal Diocese of Massachusetts
www.capeislandsdeanery.org
Online Meeting Room:
<http://capeislandsdeanery.megameeting.com>



Online Meetings Preparation, Policies, Procedures

There are two main ways to utilize the meeting room:

- A 'broadcast' where one location is the source with video and audio and other locations will connect to watch. (Examples: Diocesan Convention, Deanery Confirmation)
- An interactive 'meeting' where multiple locations connect with video and audio from more than one site. (Examples: Deanery working group meetings; parish meetings where someone is out of town and wants to participate; Formation classes, Bible studies, prayer groups between parishes; meetings between multiple Youth Groups; Mission trips reporting back to parishes; your imagination is the limit!)

We have a total of 25 concurrent connections available. These can be either one large 'meeting' or a number of different smaller 'meetings' at any point in time.

>>Parish accounts will be limited in number of concurrent connections to a total of 5.

Use of the online meeting room by youth under 18 requires an adult to be present at the physical location where the youth are connecting to the meeting room.

We are trying to maintain a safe environment for all folks using the meeting and request that host administrators help us maintain a positive, safe environment that adheres to Safe Church policies.

Equipment needed for each location connecting to a meeting:

- a. Computer with wired high speed Internet connection (non-wireless connection will give you better performance)
- b. A way to hear other locations – speakers (group) or headset (individual)
- c. If you want to talk to others, an echo-cancelling microphone (group) or headset with microphone (individual) (you can always type in questions and comments)
- d. Webcam or camcorder (if you want to be 'seen' by others)
- e. Adobe Flash player (free plug-in for your browser of choice)
- f. (Optional) 'share my desktop' plug-in (downloaded from within the meeting room).
- g. (Dependent on size of group at your location): multimedia computer projector and wall/screen for projection.

Hosting and Scheduling Meetings

1. Parishes wishing to have host/administrative and scheduling capabilities must provide the names and contact information for a small team to be trained in the use of the meeting room by the Technical Liaison or a Project Team member. Holders of administrative account access may not share the login/password information with others.
2. Parishes wishing to use the meeting rooms without having host privileges may schedule their meetings through the Technical Liaison, the Dean and Co-Conveners, or another parish with host privileges. Our intent is to make this available to all in whatever ways are comfortable for each.
3. Deanery delegates or commissions wishing to schedule meetings or receive host training should contact the Technical Liaison.
4. Recording meetings for later replay is possible with advance planning. Please contact the Technical Liaison for details.
5. When a group of more than 8-10 will be at one location, please make sure to contact the Technical Liaison to sign out the shared Deanery equipment (if needed).

Planning your meeting

For successful meetings, you will need a sense of adventure and a sense of humor. Advance planning is necessary as is changing a few of the ways we run meetings.

1. Schedule and send out the invitations to your online meeting a few days ahead in order for other participants to make arrangements to join your meeting.
2. It is wise to test your equipment before the day of your meeting to make sure you are comfortable with how to connect all the pieces.
3. Install the Show My Desktop plug-in BEFORE you start your meeting. When installing for the first time, you will be required to leave and re-enter the online meeting. Subsequent uses do not require a re-installation of the plug-in.
4. Appoint one person to be the moderator and overseer (host)– this person will be able to remind people to click the 'Transmit' button before speaking, allow newcomers into the room, send additional invitations from the meeting to other folks, run surveys and online polls, and facilitate the technical portions of the meeting as needed.
5. Make sure there is a clear agenda, outline or structure for your meeting.
6. All handouts need to be on a computer with the 'Show My Desktop' plug-in installed that will be joining the meeting.
7. Before entering the meeting, make sure to open and minimize your handouts and presentations that you plan to share with others. That way, when it is time to share your file/presentation, your attendees will not have to wait while the program starts up.
8. If you are more comfortable, the Project Team can help you run your first meetings while you familiarize yourself with this technology.
9. If you are planning a one-way broadcast of an event (like a confirmation or diocesan event) as opposed to a 2-, 3-, 4- or 5-way continually collaborative meeting (like a workgroup meeting or parish meeting or online Bible study), please consult with the Technical Liaison a few days before so that the shared Deanery equipment may be made available and technical issues can be worked out with your proposed location.