

## Choosing an Online Platform for Virtual Events

### Background

As you plan your voter engagement efforts, make sure to include which online meeting platform in your plan. Below are a few options for platforms that are free and easy to use. Your SCAN staff contact may also have preferences about online meeting platforms.

### Online Meeting Platforms

	Zoom	Messenger Rooms	Skype	Google Meet
Participant Limit	Up to 100	Up to 50	Up to 50	Up to 100
Account Needed	Yes	No	No	Yes
Time Limit	40 minutes	None	None	60 minutes
Polling Feature	Yes	No	No	No
Chat Feature	Yes	No	Yes	Yes
Account Sign Up	<a href="#">Click here</a>	N/A	N/A	<a href="#">Click here</a>
Meeting Set Up	<a href="#">Click here</a>	<a href="#">Click here</a>	<a href="#">Click here</a>	<a href="#">Click here</a>

### Tips for hosting an online event

Use the following tips to ensure a smooth event:

- Practice makes perfect! Each platform has different features you should familiarize yourself in advance. Consider testing the platform a few times before the meeting. Check to make sure you know how to:
  - Create and share the link to join the meeting.
  - Start and end your meeting.
  - Check that your microphone and video are working.
  - **Remove someone who wasn't invited or is being disruptive.**
- Test your internet connection in advance. Plugging directly into your modem will give you the best connection so attendees **can hear and see you clearly. If you can't plug in, sit as close to your router as possible.**
- Check your video. Position yourself close to the camera and frame your face so your eyes are in the top third of the frame. Check your lighting and position yourself so there are no lamps or bright windows in the background. A simple, uncluttered background works best.
- Create an agenda in advance. Having clear goals and an outline for what you plan to cover will help keep the meeting on track.
- **Ask guests to mute when they aren't talking.** This will limit background noise.