**Examples of Remote Meeting Services**

In the wake of the COVID-19 pandemic and related restrictions on in-person meetings, many districts are exploring options for holding public meetings remotely using video and/or telephone conference services. The following list is a summary of some of the available services, with links to tutorials and articles for additional information. OWRC is not endorsing any service or product, we are simply providing options based on our experiences with remote meetings. We encourage each district to research options and try what seems appropriate for your situation. Please consult your attorney for specific guidance on how to use these services in accordance with applicable public meeting requirements.

Please note that some of these services may not work in your area due to limited internet or telephone services. Most of these services have a free or trial version. However, in most circumstances to use full controls, including recording, you will likely need to pay for a service. Most but not all these services allow attendees to join by telephone or by computer. Some require a software download for computer access prior to using. Some have apps for smartphones. Most have scheduling options that integrate with common calendar applications (Outlook, Google, etc.)

* **Cisco WebEx** – [WebEx](https://www.webex.com/) is a conferencing platform often used for webinars. Free and paid versions. Tutorials here: <https://help.webex.com/en-us/>
* **FreeConference.com** – [FreeConference.com](https://www.freeconference.com/) has phone call only or video conference options. Tutorials here: <https://support.freeconference.com/support/home>
* **GoToMyMeeting** – [GoToMyMeeting](https://www.gotomeeting.com/lp/sem?cid=g2m_noam_ggs_cpc_71700000060556442_58700005490985918_p50143968257&gclid=CjwKCAjwguzzBRBiEiwAgU0FT06OsKGgJ2xXlbbpKpoyTId1AKAiq4pqv_SRjZGFoXoI-zbLkbFYORoCyuMQAvD_BwE&gclsrc=aw.ds) is another service that allows for video and telephone conference options but does require the host to use a computer with internet access. Tutorials here: <https://support.goto.com/meeting/new-gotomeeting-guide?cid=dspcorona19>
* **Microsoft Teams** - [Microsoft Teams](https://products.office.com/en-us/compare-all-microsoft-office-products?activetab=tab:primaryr2) is the built-in video conferencing in Office 365. Also available for free to non-Office 365 users. Tutorials here: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
* **Skype** – Another Microsoft product, [Skype](https://www.skype.com/en/), is another well-known video chat experience that is often auto-installed in newer computers (Windows 10). The platform supports up to 50 participants for free. Tutorials here: <https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>
* **Zoom** – [Zoom](https://zoom.us/home?zcid=2478) is currently one of the most popular remote meeting service. Basic level is free, must be used with full security features to prevent hacking. Tutorials here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

More information on non-ZOOM options: <https://www.techrepublic.com/article/top-10-zoom-alternatives-for-video-conferencing/>

More information on how to use Zoom securely and prevent meeting being hacked (“zoom bombing”): <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>

Also keep in mind that many people are using these services which has caused connectivity issues with some platforms. Consider scheduling your meeting during a non-peak time or at 15 minutes past the hour. <https://www.telegraph.co.uk/technology/2020/03/30/should-delay-video-calls-quarter-past-hour/>