Considerations When Choosing an Online Meeting Platform

VIDEO SHARING
Attendees can see each other through a webcam or video camera

Video Background
If surroundings are distracting, attendees can change the background of their video

Video Layouts Controls
Controls where and how attendees view other video attendees on their screen

AUDIO
Voice-related conferencing options

Connection to Audio
Options for connecting to audio in multiple ways

Call-In Numbers
May include custom, toll-free, and international dial-in options

AUDIENCE INTERACTION
Options for engaging with attendees and increasing involvement

Polls
Polls are a way to get feedback from attendees in a "multiple-choice" format

Live Chat / Q&A
In-meeting chat allows attendees to send chat messages to each other and ask the host a question in real time without interrupting

COLLABORATION
Options for information sharing

Screen Sharing
Allows attendees to see your screen and annotate or mark-up the screen or a whiteboard

File Transfer
Send files to other meeting participants during the meeting

LIMITATIONS
Features and controls can depend on a particular platform and subscription

Compatibility
Most platforms have compatibility with all devices including smart phones, tablets, and computers

Number of Attendees
Some platforms provide free services for smaller groups

HOST TOOLS

Controls and features specifically for the host or facilitator

Attendee Options

Options may include being able to mute and unmute attendees, spotlight an attendee, or assign non-verbal feedback icons

Co-Host

Feature allows the host to assign hosting privileges to another user

RECORDINGS

Meetings can be recorded for those that can't attend or to refer back to in the future

Storage Location

Platforms may provide options to save recordings locally to your computer or on the cloud

Transcription

Some platforms include automatic transcription of audio

USER EXPERIENCE

Attendee experience with the platform

Accessibility

Options may include the ability to assign an attendee to type live closed captioning

Waiting Rooms

Option to have attendees wait in a "lobby" until you let them in

SECURITY

Encryption and authentication to prevent "eavesdropping" or tampering

Passwords

Option to have attendees use a password or code before joining

Session Locks

Set by a host after a sensitive online event begins

COST

Platforms offer varying cost options and levels that include different limitations and features