Virtual Meeting Toolkit for State Societies

Please see the information below for some helpful hints, login instructions and guidelines for how to host a virtual meeting.

GoTo Meeting

Each district will have its own GoTo Meeting account which will be tied to a district Gmail account. States will be able to sign-in to their district account and schedule meetings. Account logins and passwords are located at the end of this document. Additional training from GoTo Meeting can be found here:

https://attendee.gototraining.com/5p6g1/catalog/1964567074859925760?tz=America/Chicago.

If you'd like to set-up a practice or test meeting, AMT staff is happy to help. Please email <u>staterequest@americanmedtech.org</u> to set up a time.

Setting Up a Meeting

Set-up a meeting with just a few simple steps:

1. Login to GoTo Meeting at https://www.gotomeeting.com/



2. Click on Create a Meeting

•	SotoMeeting Hub	Enter a n	neeting ID or link	
MEETINGS	My Personal Meeting Room gotomeet.me/LisaWeisenberger	Lisa Weisenberger's Meeting ID: 271-190-213 Start Copy Invitation Edit	Default invitation	~
DISCOVER	Rooms One-Time History Meet Now Start an instant meeting in seconds	Lisa Weisenberger's Meeting		
	AMT Organizational Meeting 1 ID: 263-566-637	Please join my meeting from your computer, tablet or smartphone. https://www.potomeet.mer/LsaWeisenberger You can also dial in using your phone. United States: ±1.512/757-3121		
MORE		Access Code: 271-190-213	acchica starts:	

3. Add the date and time that your meeting will take place. Make sure there are no other meetings taking place at the same time by viewing the list of possible meetings under the one-time heading.

← → C △ ● global.gotomeeting.com/#/meetings/upcoming-meetings	🛧 🗢 w. NP 🗚 🊳 E
🛗 Apps 📙 Imported From Fire 😚 American Medical T 🞇 Logout 🖸 https://www.youtub 😻 AMT Carnegie Upgr 🖊 AMT Graphics Requ 🖊 mono	uday - My Week 🛛 😽 Other bookmarks
Enter a meeting	g ID or link Join
METTINGS My Personal Meeting Room 4:00 PM Test District Meeting SETTINGS gotomeet.me/LisaWeisenberger 30 min ID: 347-584-573	
Image: Start Copy Invitation Edit DISCOVER Rooms One-Time History	Default Invitation 🗸
Today Test District Meeting	
4:00 PM Test District Meeting 30 min ID: 347-584-573 Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/347584573	
You can also dial in using your phone. United States: <u>+1/646):749-3122</u>	
Access Code: 347-584-573	
🕂 🔎 Type here to search 🔹 📄 💼 💼 🙆 🐖 🚺 🥥 👫	💼 ^ ፍ 🗁 🧖 🕸 2:50 PM 🌄

4. Double check that the details are correct for the meeting

$\leftarrow \ \rightarrow$	C ☆ @ global.gotomeeting.com/#/n	neetings/anytime-meetings	🛧 🔅 👐 NP 뵭 🎯 E
Apps	📙 Imported From Fire 💡 American Medica	T 🗮 Logout 📧 https://www.youtub 👯 AMT Carnegie Upgr 🖊 AMT Graphics Requ 🖊 n	nonday - My Week » 🛛 🔂 Other bookmarks
Lw -		New Meeting	ting ID or link
MEETINGS SETTINGS	My Personal Me gotomeet.me/Lisa	MEETING AUDIO PERSONALIZE MORE	
DISCOVER	Create Meeting Rooms One-Time	Online meeting room One-time meeting Meet whenever you like. The link never expires. Meet once and then the link expires. One-time meeting O	
	Meet Now Start an instant meeting in	08/18/2020 Image: Constraint of the second	
	ID: 263-566-637	Cancel Save	
	Type here to search	New to GoToMeeting? Get the app now and be ready when your first mee	ting starts:

5. For a board meeting - click on copy invitation, open an email and paste the meeting link

and phone number and access code information. Send to all officers and board of directors.



6. For a business or scientific meeting – copy the meeting information, including time, date, login and call in details along with other information regarding the meeting such as an agenda or AMT approved educational program and email it to <u>staterequest@americanmedtech.org.</u> Staff will send out an email blast to all state members and post details on the state website. Also be sure to copy the information as an announcement and/or as an event to post in your online state community.

Please note: all education/scientific programs must be approved a minimum of two weeks prior to a meeting by submitting the agenda through the <u>State Society CE Approval Form</u>. No announcements for an educational program will be sent until the meeting has been approved through the AMT Education Department.

If you are planning on hosting a virtual educational meeting, you do still need to create an online meeting registration so individuals can be captured for an attendance roster. Submit your request at <u>https://form.jotform.com/201805530357147</u>

To start a meeting:

1. Login to GoToMeetings with your District account information 10-15 minutes before the meeting starts.

LW -	Solo Hub	Enter a meeting ID or link Join
MEETINGS SETTINGS	My Personal Meeting Room gotomeet.me/LisaWeisenberger	4:00 PM Test District Meeting 30 min ID: 347-584-573 Start Copy Invitation ✓ Edit Default Invitation ✓ ☆ Defete
More	Today 4:00 PM Test District Meeting 30 min ID: 347-584-573	Test District Meeting Tue, Aug 18, 2020 4:00 PM - 4:30 PM (CDT) Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/347584573 You can also dial in using your phone. United States: <u>+1 (646) 749-3122</u> Access Code: 347-584-573
م 🗄	Type here to search O 🖽	📄 💼 🔗 🚾 🗷 🧑 💁 🕕 🔗 🌃 🕋 ^ 🖷 🕼 🖓 250 PM 🌄

2. Hit the blue start button.

3. A new tab opens, and the GoTo Opener box appears. Click on the "Open GoTo Opener" button.



4. A new screen will open. Click the audio button so that you are unmuted. It should be green and then click the webcam button if you'd like to share a webcam.

1	oMeetin: 🗙 🕂 👘 🔿 🗡	
	GoToMeeting ▼ * ×	
	Discover the New GoToMeeting × It's faster, simpler & more reliable than ever See what's new	
	Talking: Lisa Weisenberger	
	Audio → Screen ▶ Webcam ▶	
microphone	?	wohcom
merophone	Computer audio Phone call No audio Microphone Array (Realtek(R) Audio) Speakers (Realtek(R) Audio)	webcam
	Troubleshooting Sound Check	
	> Audience view	
	> Attendees: 1 of 251 (max)	
	10 > Chat	

5. You can also share a document such as a word file or PowerPoint file by clicking the computer screen in the middle of the screen and selecting which document you would like to share.

Share my screen Screen Applications Clean screen To Clean screen To Screen To Clean screen To Screen To	ba			SoToMeeting ▼ * ×
9) Screen Taking: Lisa Weisenberger Image: Imag	ert	Share my screen	× □	Discover the New GoToMeeting × It's faster, simpler & more reliable than ever See what's new
Audio v Soren Vebcam Audio v Soren Vebcam Clean screen ③	y) ~	Screen Applications		Talking: Lisa Weisenberger
Audio - Soten > Webcam > Audio - Soten > Webcam > Clean screen Clean screen S				
Clean screen ?		 a material file and the sum of the sum of		Audio → Screen ▶ Webcam ▶
speakers (Realtek(R) Audio) → Troubleshooting Sound Check		Clean screen		Computer audio Computer audio Phone call No hudio Microphone Array (Realtek(R) Audio)
				(1) Speakers (Realtek(R) Audio) V Troubleshooting Sound Check
> Audience view				> Audience view
> Attendees: 1 of 251 (max)				> Attendees: 1 of 251 (max)
Skyp Preview > Chat	TX.	Skip Preview	- + 1	Chat
Share Cancel		Share your main screen by versure, not can change une any unie in Frederences. Share Cancel		k 👌 🕭 🐵 🍵 …

6. To record a meeting click on the REC button on the top left of the screen. A drop down box will open and click start your recording.



To stop recording a meeting click on the REC button on the top left of the screen. A drop down box will open and click stop your recording

🗚 GoToMee	🛠 GoTo Meeting 👻 🛛 🗕 REC 🚺							□×		-	Ø	\times
$\leftarrow \rightarrow$	Kaye Tsch Recording in progress		View Who's	Talking 🛟		ഀ	Q ti	} :	մ⊨	庙		
₩ Goī	Stop Your Recording Notes NEWI Open Add notes, highlights, and action items t your recording. Open automatically Kaye Iscripp	to								SU	JPPORT	
		June 200	Camera	Screen	Leave					12-5		
🗄 🔎 Тур	pe here to search	0 💽 💄	📄 <i>Ĉ</i>	💼 🐖	ola 😳				ヽ (0)	12:5 9/1.	8 AM /2020	5

7. Click the x in the right corner of the screen upon completion of the meeting.

Sharing Your Recording and Obtaining a Transcript

- 1. Log in at <u>https://global.gotomeeting.com</u> .
- 2. Click the **Meeting History** tab.
- Locate the desired recording and click download button. This will open a page to select what you wish to download

DEF) -		Hub			
MEETINGS SETTINGS SETTINGS DISCOVER	Meet like a pro with a persona room. Set Up Y It only take	Download meeting content Select the items you want to download. Video Recording (.mp4) Transcript (.doc) Notes (.doc) Slides (.pdf)		× 5	ete
	Rooms One-Time 11/06/2019 ~ 11/06/2020 ~ Fri, Oct 23 11/06/2020 ~	Info (.doc)	Cancel	nload	ontent = 0
:	5:47 PM MISSAMT Board 107 min ID: 730-096-765	Meeting • Attendees			🕀 Diagr

Once downloaded, you can copy the transcript into a word document to edit accordingly and share the video on your state website or online community.

Details for each state to keep in mind:

- States may use their District GoToMeeting accounts to host as many virtual state society Board meetings and/or educational meetings as a state may need without conflicting with other states in their district.
- AMT will have limited capacity to support issues occurring on weekends and evenings. However, GoToMeeting does offer a robust, searchable site for questions at https://support.goto.com/meeting?c_prod=g2m&c_name=desktop
- Email blasts for publicizing an event should include complete link and call in details.
- Any activities related to continuing education credits will still need to be submitted for approval PRIOR to the virtual meeting via the online form at <u>https://form.jotform.com/AmericanMedTech/state-society-ce-approval-request-f</u>.
 Programs risk non-approval if not submitted a minimum of two weeks prior to the start of the virtual meeting.
- States will need to ensure attendees participate the entire duration of a virtual CE session to receive proper credit. Creating a short quiz for completion at the end of the session for attendees to complete is one option. Questions, please send an email to learning@americanmedtech.org.

- Attendance rosters should be sent to AMTLearning@americanmedtech.org
- Attendees will need to self-report their attendance in AMTrax.
- The licensing fee for each state is \$26/year and will be charged back to the states and implemented as part of their budget moving forward. This will be a part of doing business for all states moving forward and is a non-negotiable fee.
- Total number of participants allowed per virtual meeting is 250.
- Accounts should not be utilized for non-AMT related activities or events.

GoTo Meeting Login Details

Login at <u>www.gotomeeting.com</u> and utilize the emails and passwords noted below. Please do not change any passwords unless a security breach has occurred. Please notify the AMT office as soon as possible at <u>staterequest@americanmedtech.org</u> if an issue has occurred.

- Eastern District
 <u>amteasterndistrict@gmail.com</u>
 AMT12345@@
- Western District
 <u>amtwesterndistrict@gmail.com</u>
 AMT12345@@
- Central District
 <u>amtcentraldistrict@gmail.com</u>
 AMT12345@@
- Great Lakes District
 <u>amtgreatlakesdistrict@gmail.com</u>
 AMT12345@@
- Southern District <u>amtsoutherndistrict@gmail.com</u> AMT12345!!

Electronic Voting

All state elections have been postponed until 2021 due to COVID-19. AMT utilized electionbuddy.com for its 2020 Board of Directors election with minimal issues and recommends this platform should state societies need to utilize electronic voting in the future. Training and set-up is available on the Election Buddy site and AMT staff will be available for support and questions, as necessary.

For states to utilize the platform:

- Request a current list of state members from staterequest@americanmedtech.org
- State officers will need to test the ballot and confirm all information is correct before the election goes live.
- Send election test to staterequest@americanmedtech.org
- All members who wish to vote must have an updated email, preferably one not related to a work account in their AMT profile to participate
- Email blasts should include reminders for individuals to add invitations@mail.electionbuddy.com to their safe senders list
- State members will have no more than 2 weeks to complete and submit their vote
- Vote results will be shared by AMT staff through an email blast with state society members within 2 business days of the election being completed. Results should be shared via online communities, website updates and email.