

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:

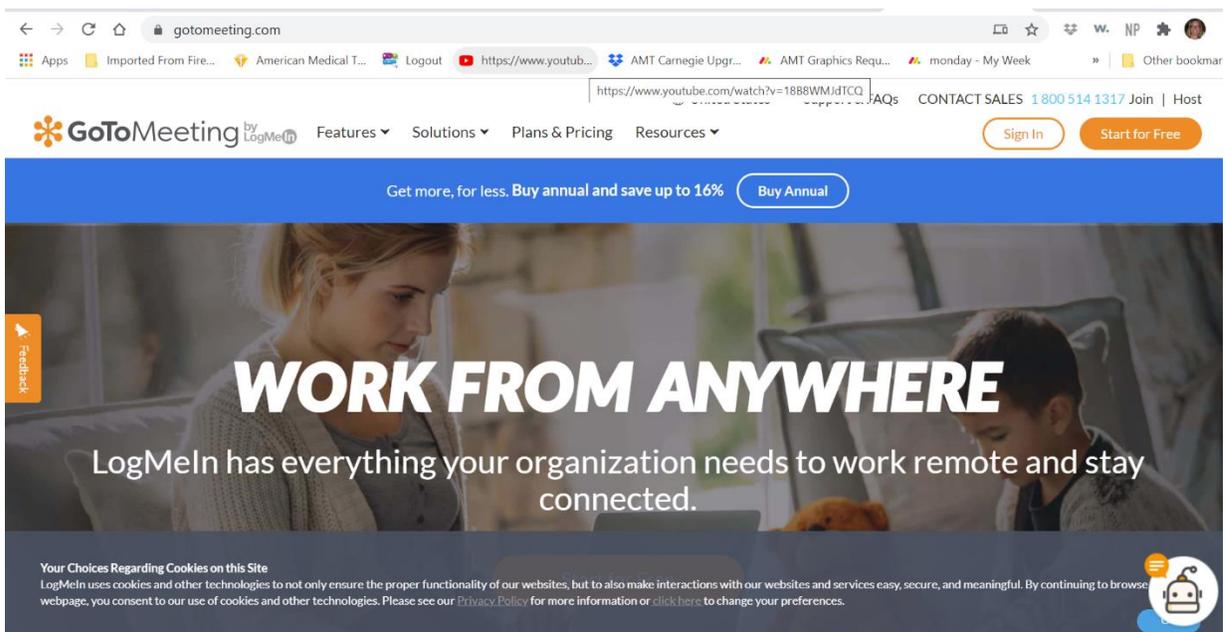
<https://attendee.gototraining.com/5p6g1/catalog/1964567074859925760?tz=America/Chicago>.

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

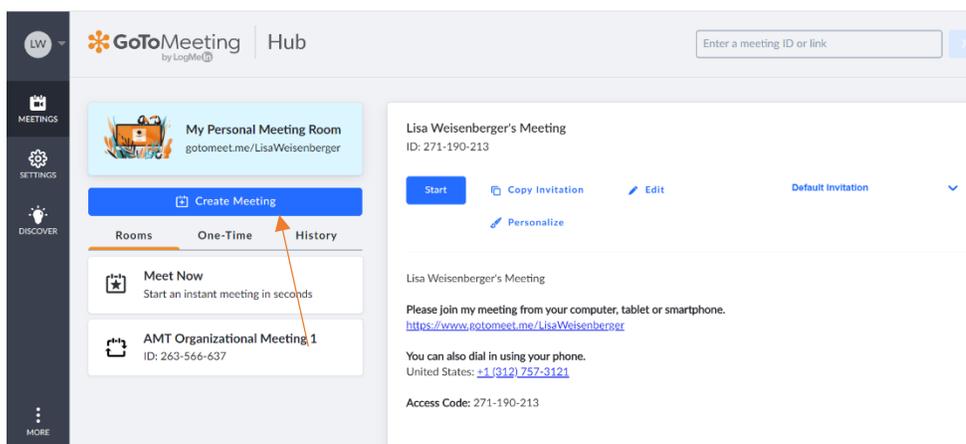
Setting Up a Meeting

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

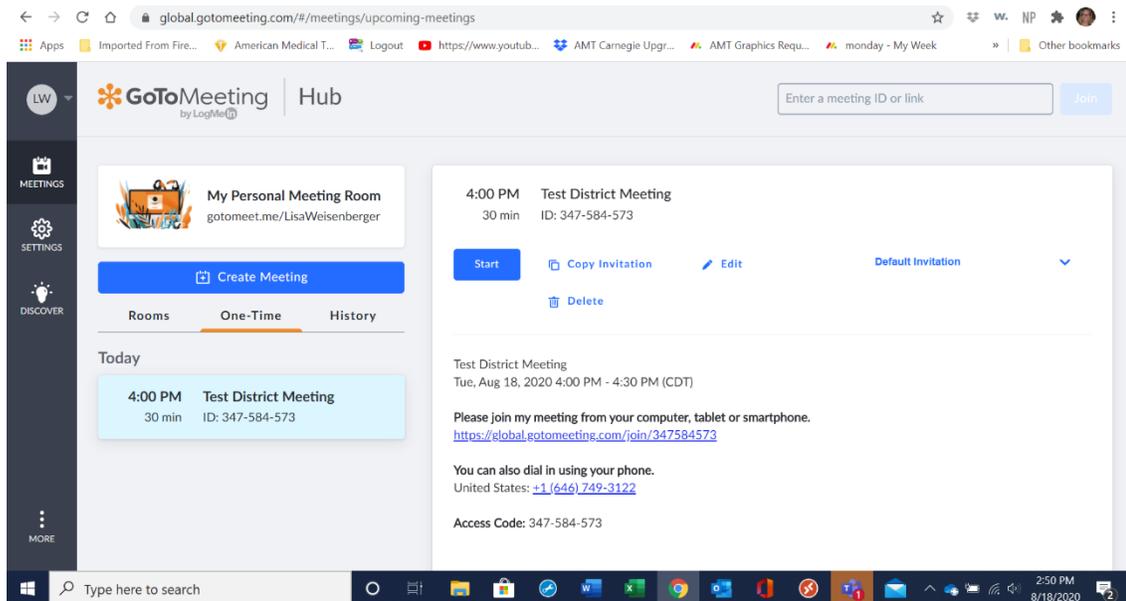
1. Login to GoTo Meeting at <https://www.gotomeeting.com/>



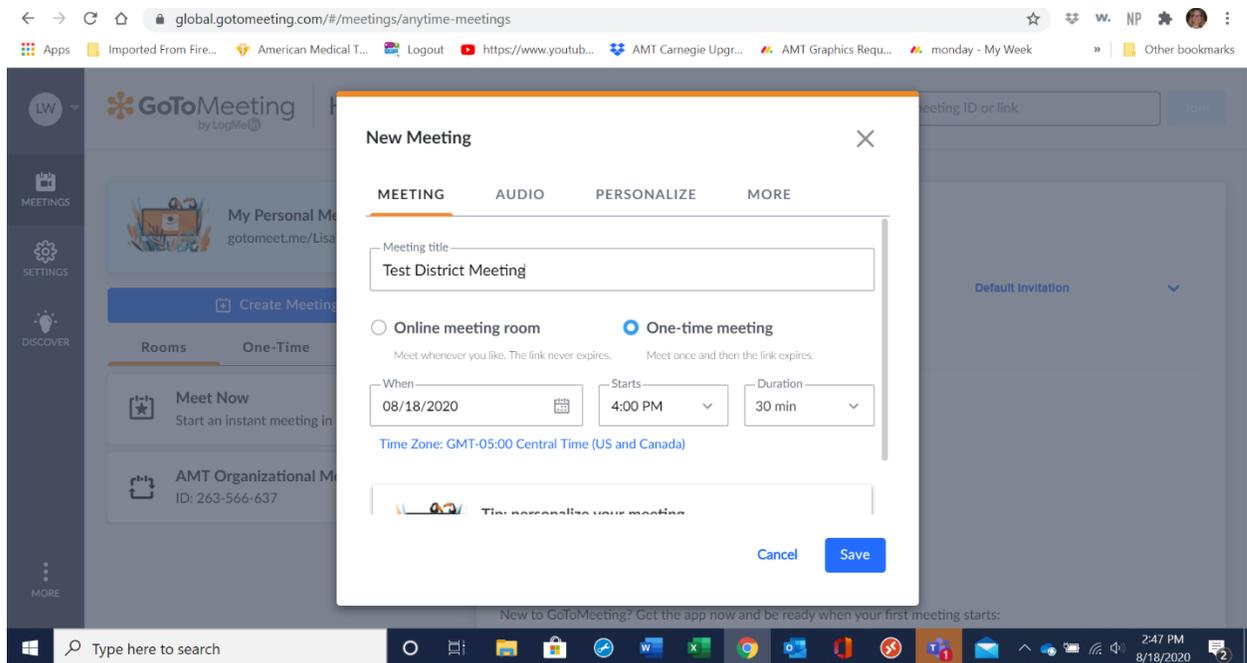
2. Click on Create a Meeting



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.

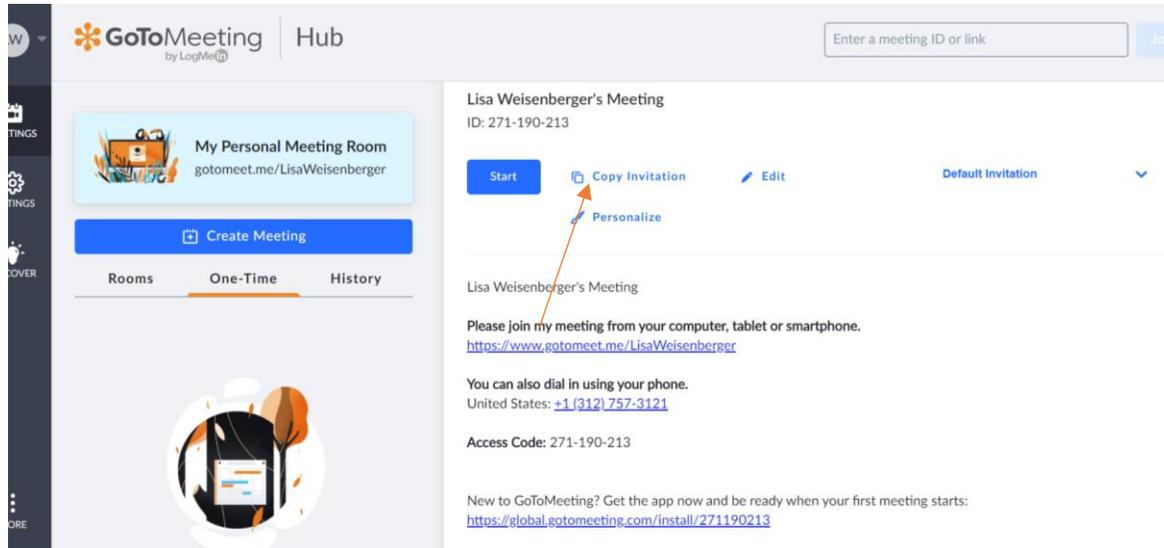


4. Double check that the details are correct for the meeting



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.



The screenshot shows the GoToMeeting Hub interface. On the left, there is a sidebar with navigation options: 'My Personal Meeting Room' (gotomeet.me/LisaWeisenberger), 'Create Meeting', 'Rooms', 'One-Time', and 'History'. The main content area displays details for 'Lisa Weisenberger's Meeting' with ID 271-190-213. It includes a 'Start' button, 'Copy Invitation', 'Edit', and 'Personalize' options. Below this, there is a section for the meeting details, including a link to join the meeting from a computer, tablet, or smartphone: <https://www.gotomeet.me/LisaWeisenberger>. It also provides dial-in information for the United States: +1 (312) 757-3121 and the Access Code: 271-190-213. At the bottom, there is a link to get the GoToMeeting app: <https://global.gotomeeting.com/install/271190213>.

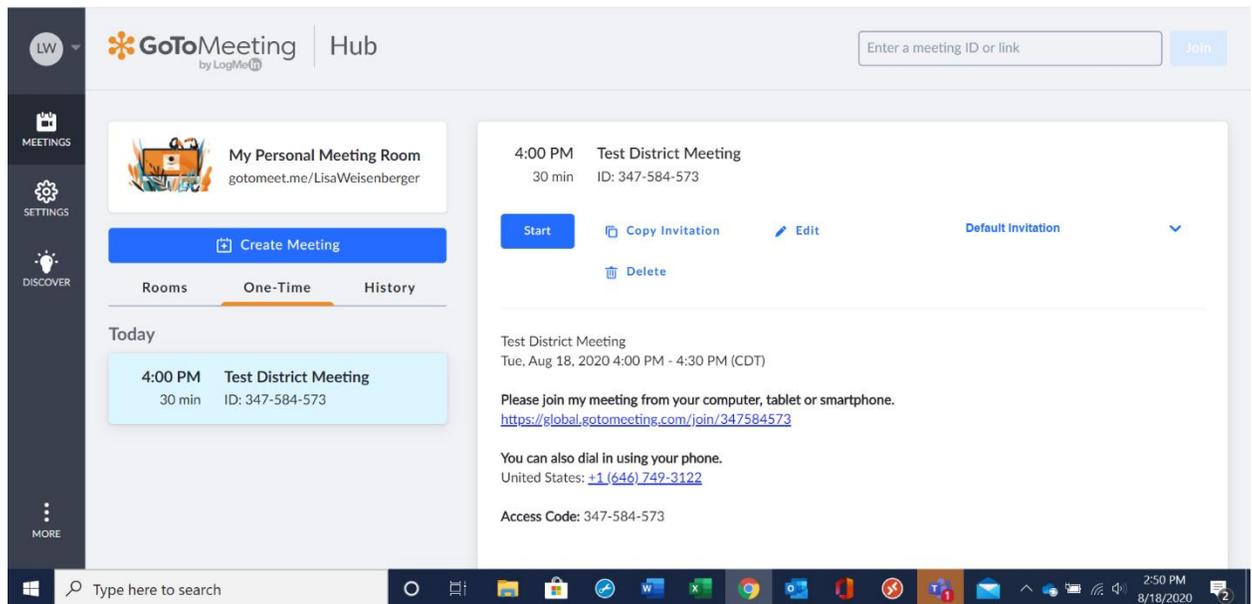
6. For a business or scientific meeting – copy the meeting information, including time, date, login and call in details along with other information regarding the meeting such as an agenda or AMT approved educational program and email it to staterequest@americanmedtech.org. Staff will send out an email 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 [State Society CE Approval Form](#). 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 <https://form.jotform.com/201805530357147>

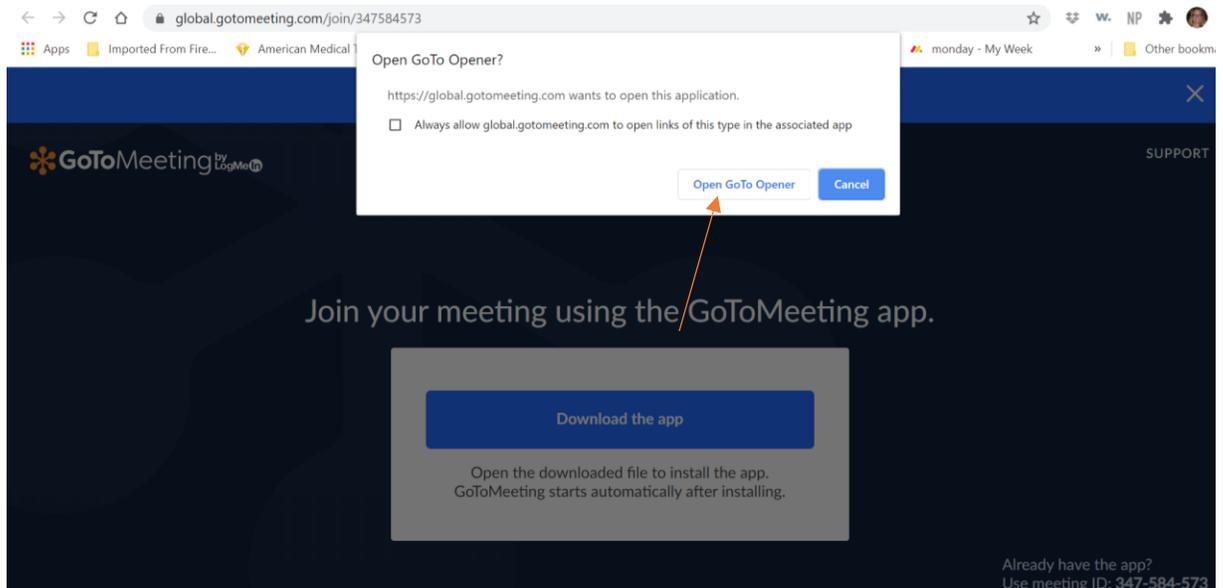
To start a meeting:

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

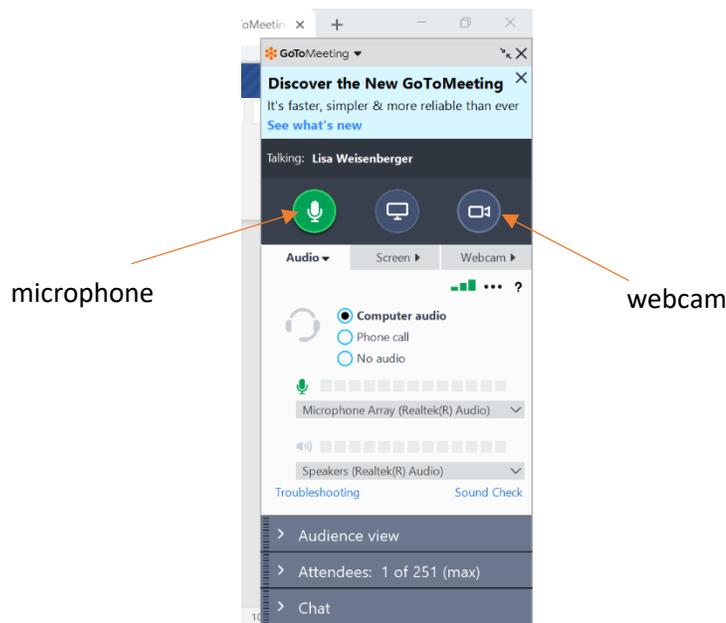


2. Hit the blue start button.

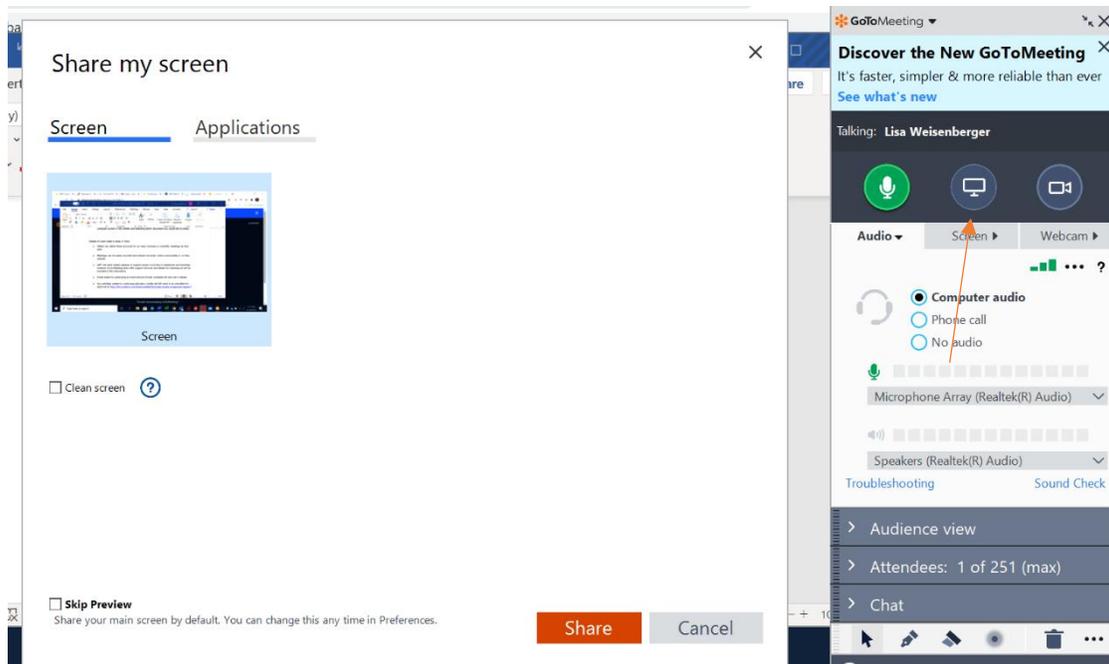
3. A new tab opens, and the GoTo Opener box appears. Click on the “Open GoTo Opener” button.



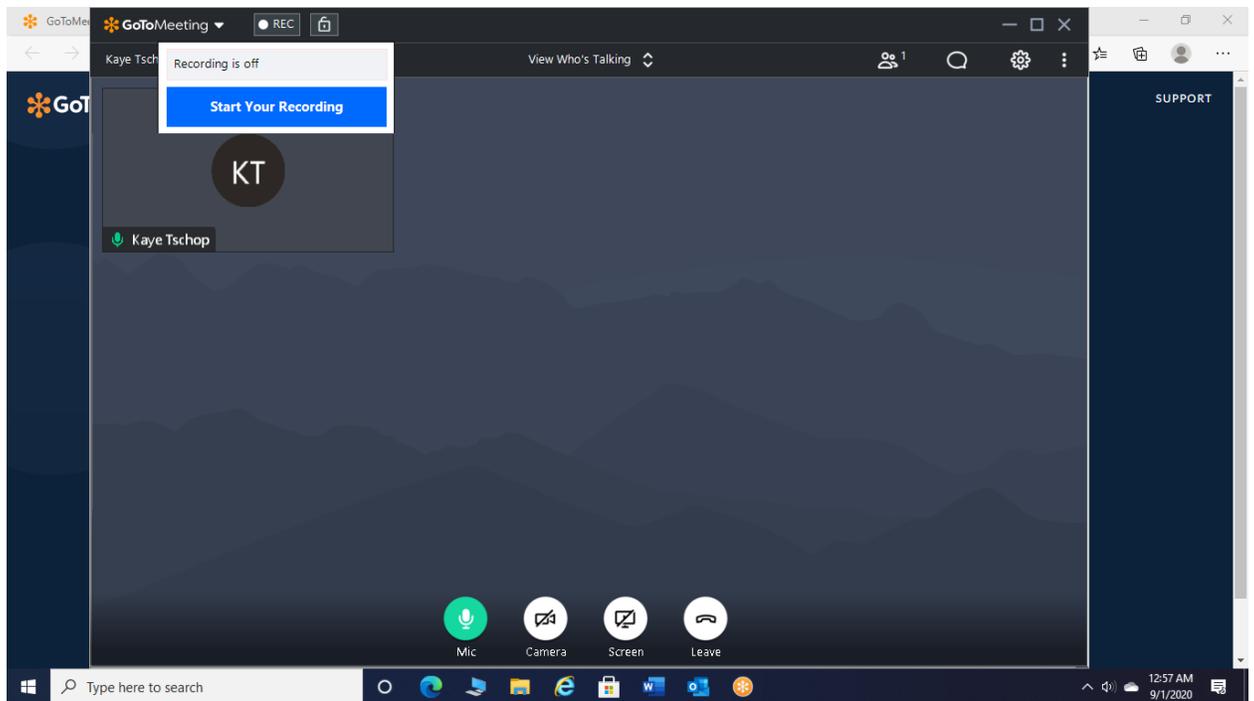
4. A new screen will open. Click the audio button so that you are unmuted. It should be green and then click the webcam button if you'd like to share a webcam.



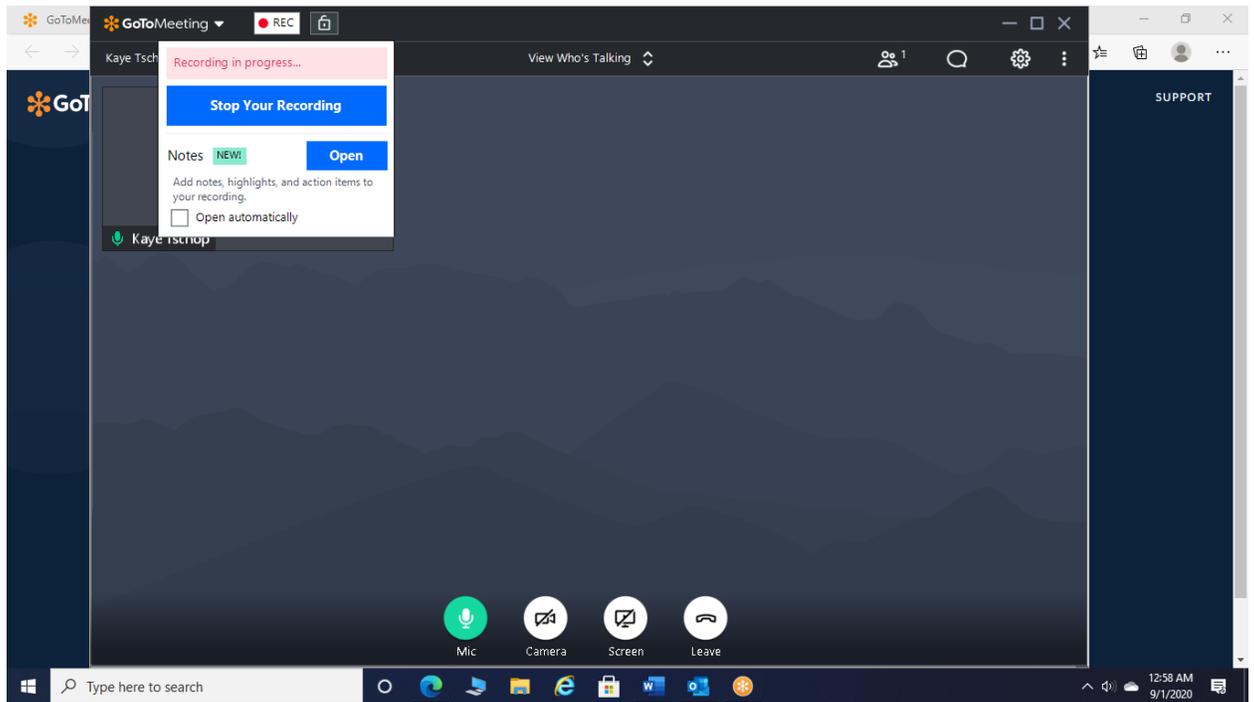
5. You can also share a document such as a word file or PowerPoint file by clicking the computer screen in the middle of the screen and selecting which document you would like to share.



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.



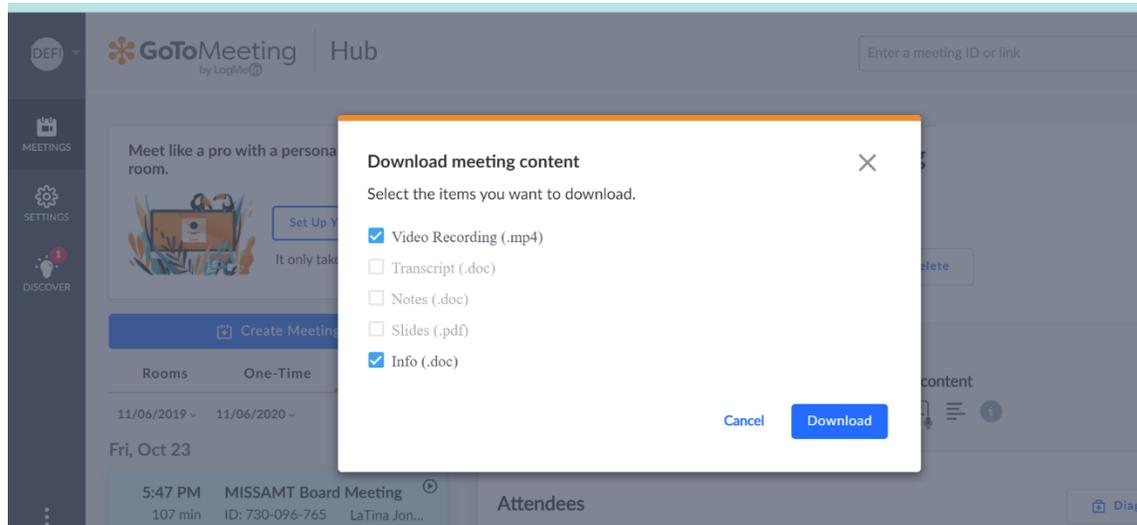
To stop recording a meeting click on the REC button on the top left of the screen. A drop down box will open and click stop your recording



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



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 <https://form.jotform.com/AmericanMedTech/state-society-ce-approval-request-f>. 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 www.gotomeeting.com 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 staterequest@americanmedtech.org if an issue has occurred.

- Eastern District
amteasterndistrict@gmail.com
AMT12345@ @
- Western District
amtwesterndistrict@gmail.com
AMT12345@ @
- Central District
amtcentraldistrict@gmail.com
AMT12345@ @
- Great Lakes District
amtgreatlakesdistrict@gmail.com
AMT12345@ @
- Southern District
amtsoutherndistrict@gmail.com
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.