



Sampling of Platform Options for Virtual Gatherings

Zoom – free video gathering has 45-minute limit (can start another one immediately after). Also offers paid accounts for uninterrupted gatherings.

- <https://zoom.us/pricing> (\$14.99/month)
- User Guide <https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide>

Google Hangouts/Google Meet – free video gathering for up to 10 people. Need a google account.

- <https://support.google.com/hangouts/answer/3115553?co=GENIE.Platform%3DDesktop&hl=en>
- <https://hangouts.google.com/>
- \$6.00/month for more options

Go To Meeting – free 40 minute meetings with three participants. Also offers paid accounts for uninterrupted gatherings.

- <https://www.gotomeeting.com/meeting/pricing> (\$12.00/month)

Totally Free Conference Calls – free for times when video is unnecessary or for those whose computers have no camera or are technology challenged

Free Conference Call – free with a suggested invitation to pay what you can - with video and audio – up to 1,000 callers on unlimited 6-hour calls

- <https://www.freeconferencecall.com/>
- <https://www.freeconferencecall.com/support>

Technical Tips and Best Practices for Virtual Gatherings

1. Locate the microphone icon. Mute all microphones but those of the speaker
2. Sound or viewing issues usually have to do with:
 - The quality of your local internet connections
 - Your computer speaker default selection
 - How many computer programs you (or those around you) have running at the timeYou might close out some programs or ask those around you to do so to have a better viewing experience.
3. Explore the display – gallery or speaker mode.
4. If webinar screen disappears, probably because of multitasking, just click on the platform icon
5. Share screen function
6. Raise hand feature
7. Written chats
8. Breakout rooms to support small group dialogue within the larger group
9. Review how to leave the meeting.



Tips for Hosting CFM Gatherings Safely

- *From the Centers for Disease Control - June 2020*

- Remind guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing COVID-19 symptoms. Anyone who has had close contact with a person who has COVID-19 should also stay home and monitor their health. People who live with those at higher risk should also consider the potential risk to their loved ones.
- Host your gathering outdoors, when possible. If this is not feasible, make sure the room or space is well-ventilated (for example, open a window).
- When guests arrive, minimize gestures that promote close contact. For example, don't shake hands, do elbow bumps, or give hugs. Instead wave and verbally greet them.
- Wear cloth face coverings when less than 6 feet apart from people or indoors.
- Consider providing face coverings for guests or asking them to bring their own.
- Consider providing hand sanitizer in addition to clearly marked hand washing areas.
- Wash your hands for at least 20 seconds when entering and exiting social gatherings. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Arrange tables and chairs to allow for social distancing. People from the same household can be in groups together and don't need to be 6 feet apart – just 6 feet away from other families.
- Encourage guests to bring their own food and drinks.
- If serving any food, consider identifying one person to serve all food so that multiple people are not handling the serving utensils.
- If you choose to use any shared items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash, clean, and sanitize them after the event.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, and condiments, so that multiple people are not handling the items.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Remind guests to wash their hands before serving or eating food.
- If planning activities for adults and/or kids, consider those where social distancing can be maintained, like sidewalk chalk art or frisbee.