



Virtual Meet Handbook v1 2020



null Virtual Meet Handbook

Purpose of this document:

Now that all the meets are happening virtually, having a standard process to conduct meets online might come handy to the chapters.

We have come up with a list of Software to conduct online meets smoothly and do live streaming at YouTube. We can also use the null YouTube channel to stream these talks so that we can have good archive of these talks to attract more audiences and get more exposure.

The document also lists various softwares which can do live streaming on YouTube. Streaming on YouTube, allows large audience an easy access the virtual meetup and gives the advantage to store the live video for later use.

Each software mentioned below contain links which explain both the usage and steps to stream the event live on YouTube if applicable.

Various platforms/softwares available which can be used are:

Software ▾	Windows ▾	Linux ▾	Browser Based ▾	YouTube Streaming ▾	Video Conferencing ▾
Zoom					
Google Meet					
Streamyard					
Restream					
Discord					
OBS Studio					
Xsplit Broadcaster					

Notation:

Available

NA

Feature Comparison Matrix

Software	On Screen Participants	Group Meeting Time Limit	Screen Sharing(Participants)	Recording
Zoom	100	40 minutes	Yes	Yes
Google Meet	100	60 minutes	Yes	No
Streamyard	6	20 hr per month	Yes	No
Restream	6	NA	Yes	No
Discord	50	NA	Yes	No
OBS Studio	NA	NA	No, Only by Streamer	Yes
Xsplit Broadcaster	NA	NA	No, Only by Streamer	Yes

Zoom

Usage:

- <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Streaming on YouTube:

- <https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live>

Google Meet

Usage:

- <https://support.google.com/meet/answer/9302870?co=GENIE.Platform%3DDesktop&hl=en>

StreamYard

Usage:

- <https://www.youtube.com/watch?v=An5ko-YEp1o&list=PLxqZPGZQ-k749kYqMDVDGIccfoXnXefdy&index=1>
- <https://streamyard.com/resources/docs/getting-started/>



Streaming on YouTube:

- <https://www.youtube.com/watch?v=M15xyoDDkf8&feature=youtu.be>

Restream

Usage:

- <https://support.restream.io/en/articles/665628-how-to-use-restream-getting-started-with-restream-io>

Streaming on YouTube:

- <https://restream.io/blog/how-to-multistream/>
- <https://www.youtube.com/watch?v=WcqheNZWJ0o>

Discord

Usage:

- <https://support.discord.com/hc/en-us/categories/200404378>
- <https://support.discord.com/hc/en-us/articles/204849977-How-do-I-create-a-server->

Video Conferencing:

- <https://support.discord.com/hc/en-us/articles/360045138571-Beginner-s-Guide-to-Discord>

OBS Studio

Usage:

- <https://obsproject.com/wiki/OBS-Studio-Quickstart>

Streaming on YouTube:

- <https://obsproject.com/wiki/Sources-Guide#window-capture>

Xsplit Gamecaster

Usage:

- <https://www.xsplit.com/broadcaster/manual>

Streaming on YouTube:

- <https://www.xsplit.com/blog/how-to-stream-to-youtube-live-using-xsplit>



Test Call

One or two days prior to the event we recommend each chapter doing a test-call with the speakers. Speaker/champion can then use the same set-up during the actual Meet.

Testing the audio and video:

During test call speaker must ensure that their Speaker and Microphone are properly working. Chapter moderators can assist the speaker in doing the same.

It should be speaker's choice whether they want to turn on camera during the actual Meet.

Virtual Meet Instructions

While scheduling the event using any above-mentioned virtual conferencing software, moderator must set up password protected sessions. Also, make sure credentials are only shared with people who registered for the session if required.

On the day of actual Meet, chapter/event moderator can do a private call with the speakers to alert them if their voice is not audible, screen share not working or there is packet loss from speaker's end.

Code of Conduct

Verbal, sexual harassment, or offensive behavior of any kind during the chapter events/meetups should not be tolerated and chapter leaders/event moderator should take immediate action in such cases.

Q&A Session

Speakers can decide when they want to take Q&A.

If the Meet is streamed live on YouTube, then participants will send their questions in YouTube live chat box. Event moderator can assist the speaker into reading the questions or the speaker itself can read the question and answer them.



Tips to Help

Below are few tips which can be shared with the speakers in advance to help them carry out a successful event.

Posture & Lightning:

- Try to position yourself in the center of the frame, not too far nor too close to the camera.
- Try to keep the camera eye-level or higher.
- Keep your head in one place while speaking, so your microphone allows a consistent audio.
- Take care – bad lighting, badly framed or focused subjects may have negative effects on the overall experience.
- Front-facing natural light is best. Whenever possible, try to avoid light sources coming from behind.

Speaking to the camera: If you are not used to talking to a camera, try not to stare at your screen and not to look directly into the lens. A small trick is to put a small action figure or a printed face close to the camera and talk to that.

Using another device: You might want to join the virtual meet from another device as well; this way you can see precisely what your audience sees.

Designated listener: You will be on a call with us privately on the phone, so if anything happens – your mic goes off, your video goes down, or if your service fails – we can notify you.

Technical advice:

- Use Ethernet (RJ45) if possible, as live streaming requires having stable and reliable connectivity.
- If you have the opportunity, use an external microphone.
- If you want to play a video, provide a few seconds' warning since audio levels might change.
- Be prepared that some people will only listen to your presentation – try to explain essential visuals on your deck.
- Be wary of your (longer) pauses. Listeners might worry that their connection dropped.