Hosting Successful Large Meetings

BlueJeans
• Any combination of devices
• Mobile & Browser Integration
• HD Content Sharing
• Video Sharing, Chat & Recording
• Capacity increased from 25 to **100** connections!
But what could go wrong?

No Internet Connection

Too Many Audio-Ins

+ = 3
• Best Practices
  • Setting Up
  • Get Ready
• Getting Help
• Questions
Setting Up
Scheduling: Mute Participants in Advance

- Mute Participants On Entry
  - Mute participants automatically when they join your meeting

- Silent Participant Entry Mode
  - Disable audible participant entry and exit tones
  - Disable participant entry and exit banners
Scheduling: Uncheck “Moderator-less Meeting”

Large meeting should *not* be started without a moderator present.
Scheduling: Uncheck “Enable Auto-Recording”

Large Meetings tend to start late.

Start recording manually.
Find a Co-Pilot

• If you are the primary presenter, have someone else moderate the meeting with you. He/she can...
  • identify source of audio disturbances and mute them
  • remove anyone who should not be in the meeting
  • answer questions via chat, etc.

All they need is your Moderator Passcode
Get to Know Moderator Controls

**Practice Makes Perfect**
- Starting the meeting
- Muting/Unmuting individuals
- Push layout to all participants
  - Pin a Video Participant
- Drop participants
- Lock the meeting
- Record the meeting
- End the meeting for everyone
Share Best Practices in Advance

Participant “Need-to-Knows”

• If attending from your computer or mobile, use earbuds or headphones to prevent echo and external noises.

• Ensure your internet connection is stable. Wired is better than wireless.

• Test your devices and connection (audio and video) by going to http://bluejeans.com/111.

• Arrive 10 minutes early to grab a seat.
Get Ready
Start Early

• Moderators and Presenters should start meeting 20 minutes early.

• If video content is going to be displayed, be sure to upload the video to your video library.

• If using a room system, join by pairing.

• Test content sharing

• Minimize distractions. Close other computer programs.
Remind Participants: Headsets, headsets, headsets!

Uncertainty → Certainty

Tips:
Participating? Hold down “Space Bar” to Push to Talk
Need help? Type questions into Group Chat
Remind Participants: Seeing is believing
Remind Participants: Don’t be shy
Moderate

- Monitor the participant roster. If there are audio disturbances, names of participants will light up to indicate they are the audio source. Click their mic to mute their audio.

- Keep an eye on questions in the Chat box

The Moderator has control to mute the mic or camera for each participant. When moderator then unmutes a mic, that participant does not need to unmute himself.

Note: Participant can override Moderator’s mute action, but, Moderator cannot override the mute made by the participant.
Getting Help
Have a dry run prior to a Townhall or an All Hands type meeting to test all variables.

Participants can go to bluejeans.com/111 to talk to Jean, Blue Jean mascot.

Testing beforehand is strongly recommended
We are here to help!

• Reach out to Blue Jeans for **Meeting Assist Services** - http://bluejeans.com/support/meeting-assist-service

• **Contact Blue Jeans Support:**
  • Email support@bluejeans.com
  • Go to bluejeans.com/support
  • Call
    • US + 1 (408) 791-2830
    • UK + 44 0800 014 8214
    • AU + 61 280363149
Questions?
Features: Video Sharing

BEFORE your meeting: Upload the video to your Videos tab
(If you don’t have a Videos tab, contact your Group Admin for access)

In the meeting: Click the content share icon, then select the video to play
Features: Recording

2 ways to view your recording:
• In the email you receive when your recording is available

• The recording tab in your account

Download the recording and save!