

Branch Event Remote Viewing Guidelines

First Step: Has the speaker(s) agreed to have the event live streamed? Have they agreed to have the event recorded?

To receive their consent to record or stream the video live they must complete a consent form before the event. You can find this as an appendix of the Speaker Agreement.

What software is used?

[GoToMeeting](#)

The CQI has limited licenses therefore each branch cannot have their own login. However, we have a generic one called CQI Branch Network. If you wish to stream your event you should book this licenses by emailing the Professional Networks Team (branches@quality.org).

Login and user guide can be found Appendix A

You can find details of how to set up a meeting on GoToMeeting in the user guide.

Remote attendees should be muted so that people at the event cannot hear them from the laptop, you can unmute them during the Q&A if that is how you want to manage the questions. Alternatively, the person monitoring the laptop can receive questions

What Equipment do we need?

This will need to be supplied by the branch:

- Windows10 laptop to access GoToMeeting on the internet

The following equipment can be supplied by the CQI:

- Webcam - Logitech C920
- Camera tripod - Velborn VX440

If required for the venue that you use the CQI can also provide you with:

- 5m USB Repeater lead to connect webcam to laptop

What resources do you need at the venue?

- A good internet connection is mandatory for this to work.
- Having the laptop connected to an ethernet cable is usually the best way
- If using WiFi there needs to be a connection speed of 10mpb or more.

What physical set up at the venue works best?

To ensure that the slides are visible, and the speaker can be picked up by the microphone, the webcam, on a tripod, should be placed directly in front of the speaker ensuring that the screen is in full view.

You will need to advise the speaker where they can stand to be in view and for people to be able to see the screen clearly. The most important thing is that the slides can be seen, and the speaker can be heard. If the speaker goes out of shot a few times it shouldn't be too much of an issue.

From the committee you will need someone who is monitoring the laptop throughout the event to make sure that the connection is working.

The chat function should be enabled and the person on the laptop can engage with remote attendees through this. Equally remote attendees can submit questions for the speaker(s) through this function.

Advertising the remote viewing option

A link for the remote viewing option should be created to go up on Eventbrite.

Option 1 – create ticket type for Remote Viewing and send out the link prior to the event to everyone that has booked on – the benefit to this is you know how many people plan to attend

Option 2 – Put the link to remote viewing directly into the event description and people can sign on at their will on the night.

How do people sign up and what equipment do they require?

The remote attendees need to have a good internet connection to attend the meeting through GoToMeeting. They can enter via computer or mobile.

Attendees can also call in via phone if they just want the audio of the talk.

Can you record the streamed events?

You cannot currently record the webcam view through GoToMeeting. However the software is constantly evolving and this may become available in the future.

If you do wish to record the event you can use the webcam and use the camera function on your laptop. You will have to decide whether to stream it or record it. If you want to do both you will need to use separate recording equipment. If you record it, please provide a copy to CQI and we can upload it to our YouTube channel as a private link (only if we have consent from the speaker(s))

Appendix A

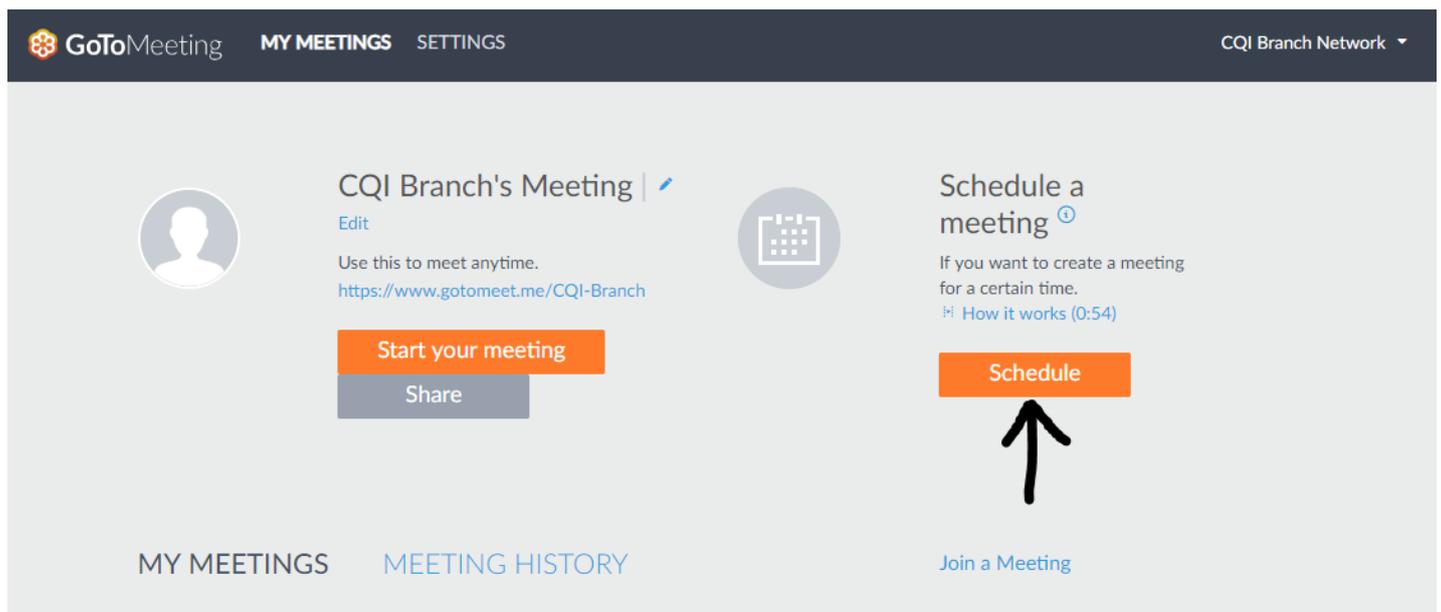
How to Use GoToMeeting

You can access GoToMeeting here <https://www.gotomeeting.com>

You will need to sign in and to get login details please email branches@quality.org and someone in the Professional Networks Team will send you the login details. You will also need to let them know when you need to use it so that they can check if anyone else is using it at the same time. If someone is, we will assign you with a different login.

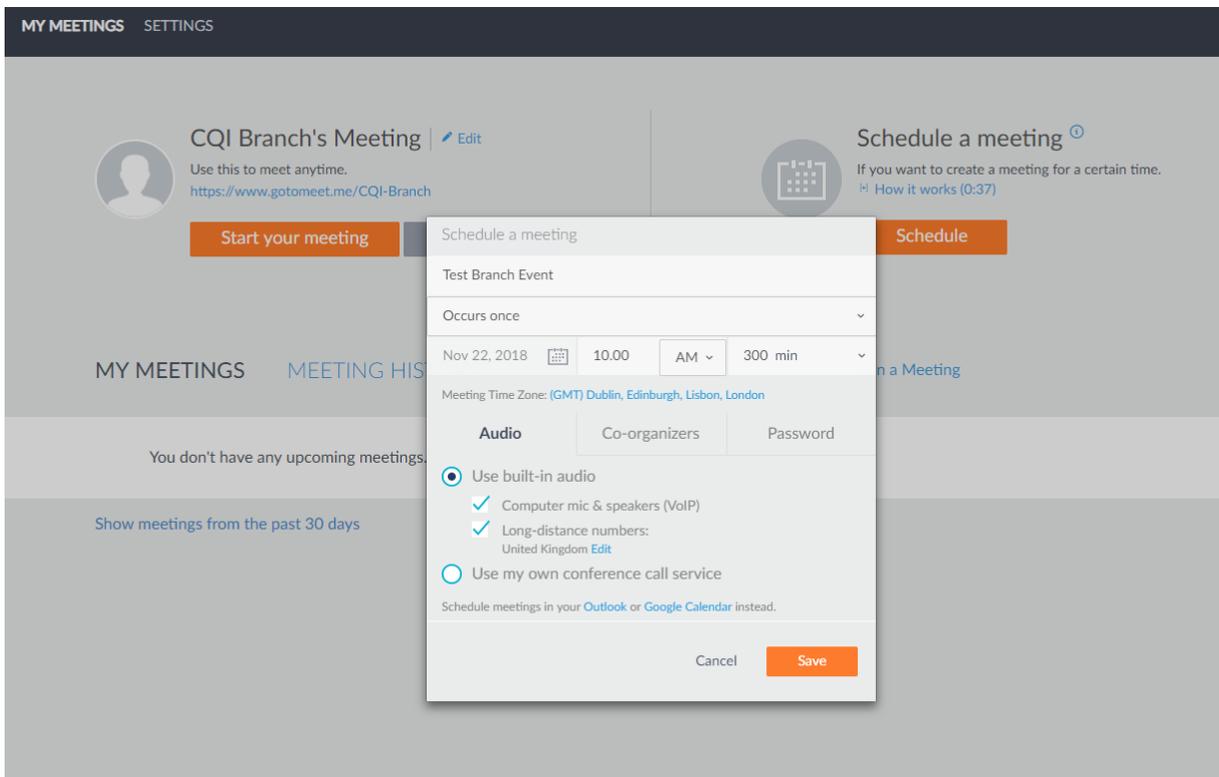
Setting up a Meeting

1. Once you have logged in you will see this screen.
 - Select Schedule

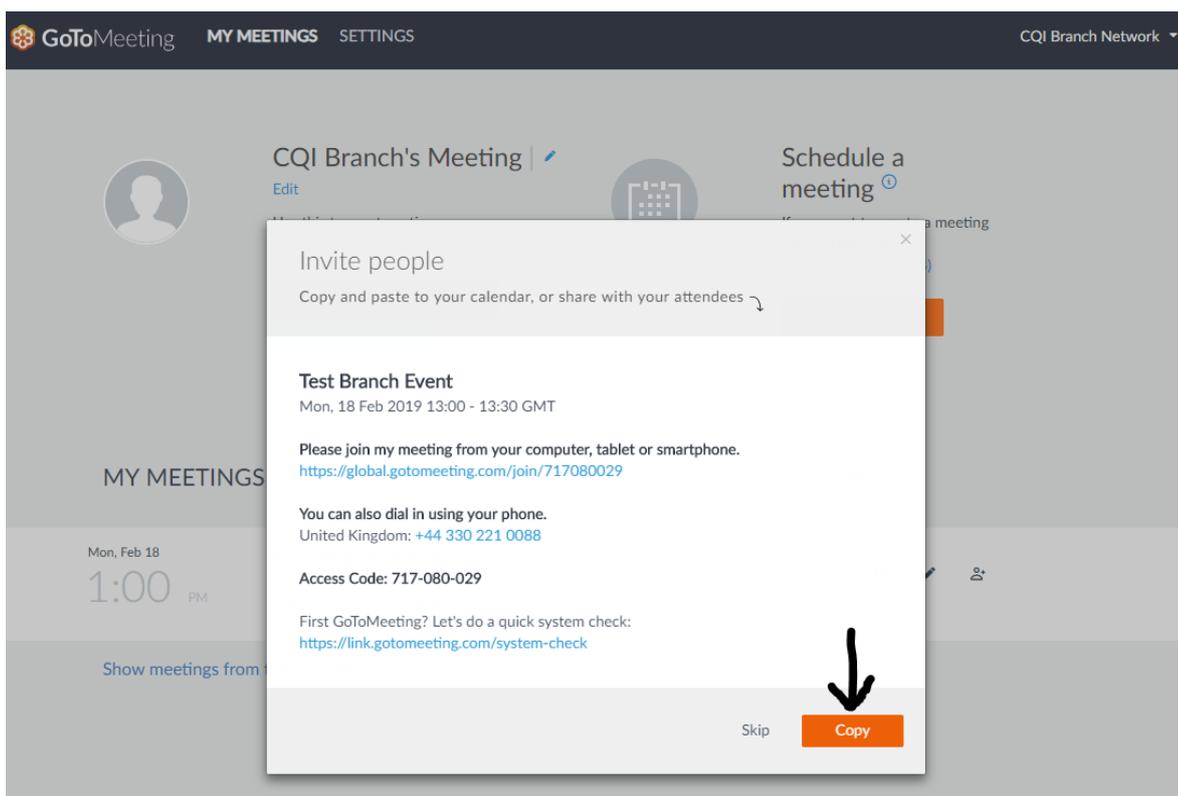


The screenshot displays the GoToMeeting interface. At the top, the navigation bar includes the GoToMeeting logo, 'MY MEETINGS', 'SETTINGS', and 'CQI Branch Network'. The main content area is divided into two columns. The left column features a user profile icon, the text 'CQI Branch's Meeting | Edit', a URL 'https://www.gotomeet.me/CQI-Branch', and two buttons: 'Start your meeting' (orange) and 'Share' (grey). The right column features a calendar icon, the text 'Schedule a meeting ⓘ', a sub-header 'If you want to create a meeting for a certain time.', a link 'How it works (0:54)', and a prominent orange 'Schedule' button. A black arrow points upwards to the 'Schedule' button. At the bottom, the navigation bar includes 'MY MEETINGS', 'MEETING HISTORY', and 'Join a Meeting'.

2. Fill in the form in the pop-up box with details of your meeting/event



3. Once you have pressed save the below pop up will appear
 ➤ Select copy and you can paste this link into the invite



Starting The Event

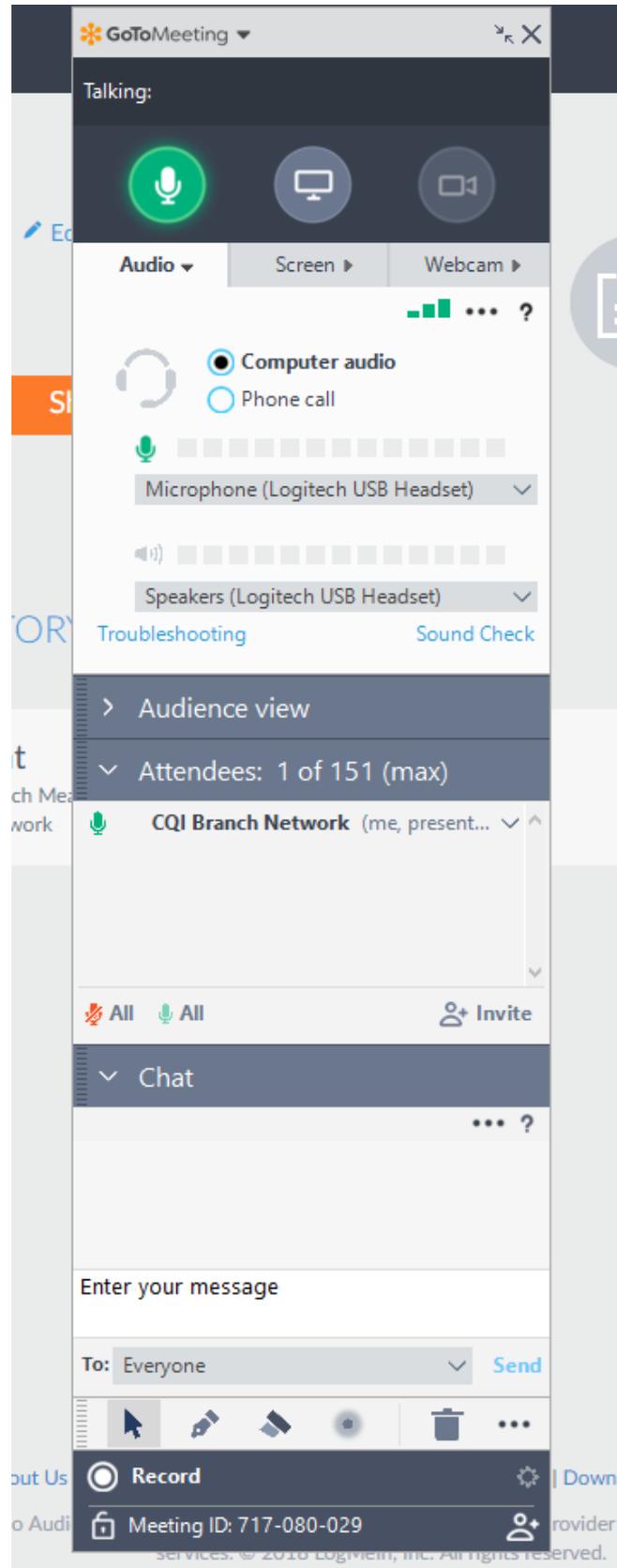
1. Find your event in the list
 - Select start

The screenshot shows the GoToMeeting web interface. At the top, there's a navigation bar with 'GoToMeeting', 'MY MEETINGS', and 'SETTINGS'. On the right, it says 'CQI Branch Network'. The main area features a profile card for 'CQI Branch's Meeting' with a 'Start your meeting' button and a 'Share' button. To the right is a 'Schedule a meeting' section with a 'Schedule' button. Below these are tabs for 'MY MEETINGS' and 'MEETING HISTORY', and a 'Join a Meeting' link. A list of meetings is shown below, with the first one being 'Test Branch Event' on 'Mon, Feb 18' at '1:00 PM'. The 'Start' button for this meeting is highlighted with a black arrow. Other icons for deleting, editing, and sharing are also visible next to the 'Start' button. At the bottom left, there's a link to 'Show meetings from the past 30 days'.

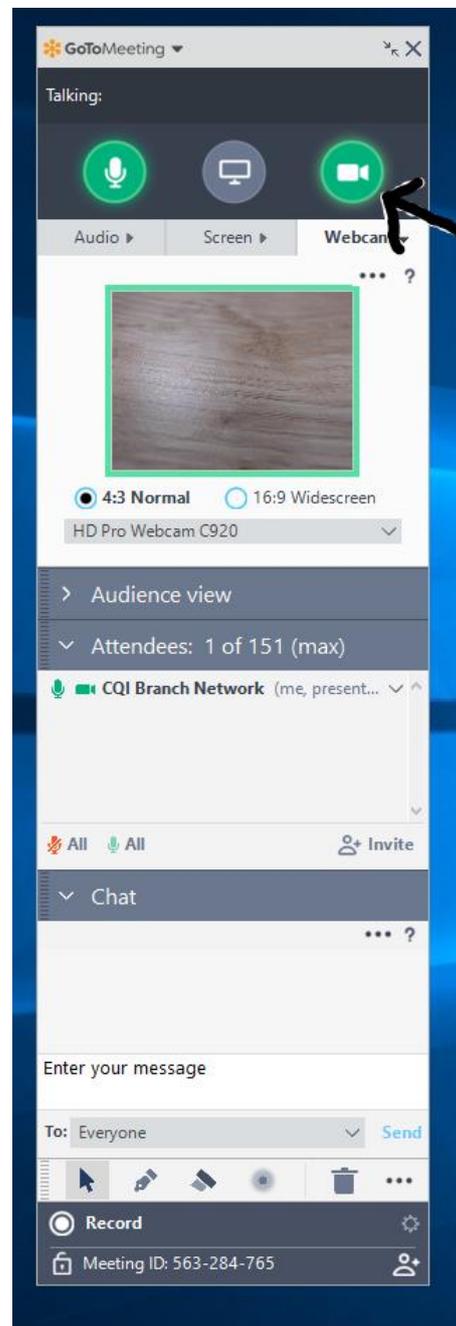
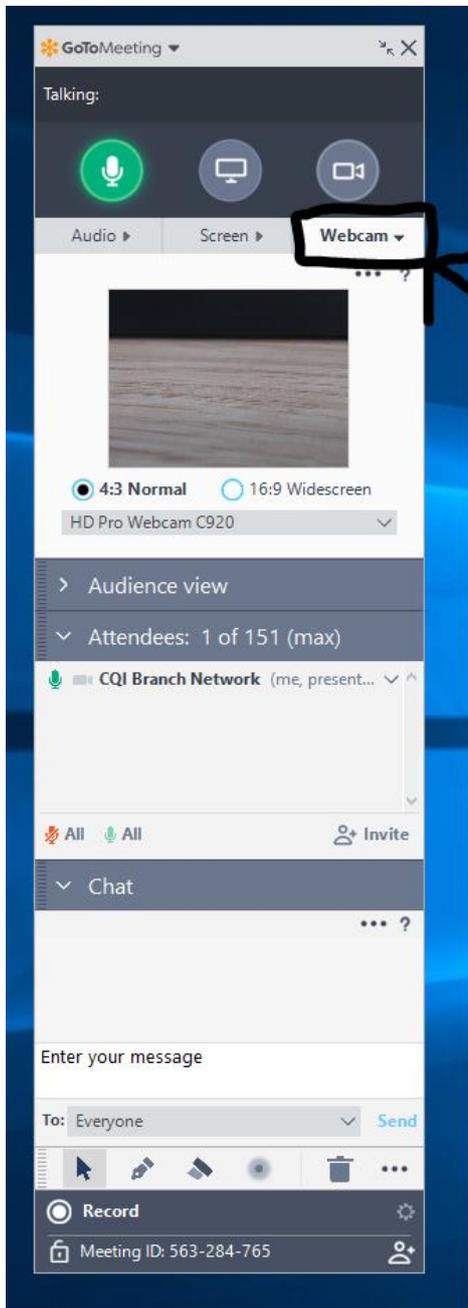
2. The below pop-up will open and select 'Open GoTo Opener'

The screenshot shows a dialog box titled 'Open GoTo Opener?'. It contains a checkbox labeled 'Always open these types of links in the associated app', which is currently unchecked. At the bottom of the dialog, there are two buttons: 'Open GoTo Opener' and 'Cancel'. A black arrow points to the 'Open GoTo Opener' button. The dialog is overlaid on a blurred background of a web browser window.

3. This is what your GoTo Opener will look like:



4. Select Webcam (right picture) and HD Pro Webcam C290 should be selected.
5. Click on the webcam icon so that it becomes green (left picture). This means that the webcam image is now being shared.



- You can send messages to all attendees through the chat function
- This is also where attendees can submit their questions during the event.

When you want to exit and finish the meeting, simply click the exit button and you will finish the meeting for everyone.

