A USER GUIDE

Virtual meetings are faculty-hosted web-based meetings that allow remote participation. Virtual meeting space can be used to teach courses or conduct interactive web conferences with anyone who has access to a computer and an Internet connection. This option is ideal for meeting with clients from around the state or easily presenting information with minimal production requirements.

HOW CAN THE VIRTUAL MEETING SPACE BE USED?

- Virtual office hours
- Web conferences
- Informal meetings or presentations
- Consulting for remote clients
- Committee meetings

BENEFITS OF VIRTUAL MEETINGS

- Each faculty member has his/her own virtual room and teleconference number.
- Faculty members select times that are convenient for themselves and participants.
- Participants can use a telephone or a headset and microphone for audio.
- The virtual meeting technology has built-in polling features.
- Presenters can create breakout or small group sessions.
- The built-in whiteboard can be used as a drawing board for the group.
- PowerPoint presentations can be uploaded to the whiteboard.
- Any application on the host’s desktop can be shared, such as a website, Word or Excel documents, etc.
THE BASICS

HOW MUCH LEAD TIME IS NEEDED?
A minimum of two days’ notice is suggested for an initial consultation with Instructional Support.

WHAT ARE THE COSTS?
There are no costs for using the virtual meeting space; the service is provided and supported by ITS at UNC-Chapel Hill. The teleconference fees are currently covered by the School.

GETTING STARTED
For more information or to request a virtual meeting space, contact Instructional Support at InstructionalSupport@sog.unc.edu. After the initial setup with the Instructional Support team, additional scheduling will not be necessary.