



CANADA  
4-H British Columbia

# TIPS & TRICKS

## For Using Video Conferencing for 4-H

While public meetings are restricted due to COVID-19, there are still ways 4-H can stay connected!

### Best Practices for Video Conferencing

#### LOCATION

- Avoid sitting in areas with high light exposure (i.e. facing a window) and visual distractions—**try sitting with your back against a wall**
- Ensure you have a **stable internet connection** and familiarize yourself with the technology ahead of time

#### SOUND

- Use a headset if possible, and **mute your mic** or phone when you aren't the one speaking to avoid background noise

#### PARTICIPANT COURTESY

- Although you're at home, **dress appropriately**
- **Don't speak at the same time as someone else**, use the messaging feature in the mean time
- **Arrive on time**

#### FACILITATION

- **Have one person facilitate the meeting**; it's easier to stay on time and ensure everyone has a chance to speak
- Give time at the beginning of the meeting for **introductions**
- **Send an agenda prior**, this gives people time to prepare and gives guidance for the meeting
- Allow an opportunity for everyone to **ask questions**

### Application Ideas for 4-H

- Host Club, District and/or Regional Council meetings
- Offer teaching sessions or workshops for members on topics including project learning, communications, farm safety, etc.
- Bring in a guest speaker for a presentation
- Host virtual communications competitions (watch for more tips on this coming soon)
- Conduct virtual husbandry visits by having members show you how they care for their projects from home
- Offer a virtual achievement day if in-person achievement is not an option for your club (watch for more tips on this coming soon)

### Recommended Platforms

|                          | Zoom  | Cisco Webex (Meetings/ Teams)   |
|--------------------------|---|---|
| Function                 | Video conferencing and messaging  | <b>Webex Meetings:</b><br>Video conferencing<br><br><b>Webex Teams:</b><br>Messaging and team collaboration   |
| Cost                     | <b>FREE</b>   | <b>FREE</b>   |
| Group Meeting Time Limit | 40 minutes; typically offers a free extension   | Unlimited   |
| Group Capability         | Up to 100 participants  | Up to 100 participants  |
| Website Link             | <a href="https://zoom.us/">https://zoom.us/</a>   | <a href="https://www.webex.com/">https://www.webex.com/</a>   |
| Online Tutorials         | <a href="https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials">https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials</a> | <b>Webex Meetings:</b><br><a href="https://help.webex.com/1d-nyw95a4-CiscoWebexMeetings/Webex-Meetings#Get-Started">https://help.webex.com/1d-nyw95a4-CiscoWebexMeetings/Webex-Meetings#Get-Started</a><br><br><b>Webex Teams:</b><br><a href="https://help.webex.com/1d-n0bl93g-CiscoWebexTeams/Webex-Teams-App#Get-Started">https://help.webex.com/1d-n0bl93g-CiscoWebexTeams/Webex-Teams-App#Get-Started</a> |