

Meeting as a virtual Peer Review Group Guide

This guide provides basic information on the freely available options of some of the more well-known providers of virtual conferencing applications. These may be helpful in allowing Peer Review Groups to continue during the COVID19 pandemic. Information on the entry level costs for businesses are included.

This list is not exhaustive – there are many providers of conferencing software.

The RANZCP does not endorse any of these software applications. This information is provided for your convenience and individuals must consider your requirements and those of your practice when choosing to use any of these services.

Entry level costs are provided based on a monthly subscription and the provider may offer cheaper packages for annual subscriptions or multiple users. Information provided is current at May 2020.

There are hyperlinks in this document to external websites. Headings in red will take you to the external provider's home page.

Some basic security and virtual meeting tips

- Do not hold meetings in public or shared spaces where a meeting can be overheard.
- If you are using your home computer:
 - always keep the operating system up to date and apply patches/updates
 - make sure you have current and up to date anti-virus software installed
 - use a password to log into your computer, and make sure it is unique to you if you share your computer with others
- Always invite people to your PRG meeting rather than sharing a link.
- Always check who is online during the meeting.
- Consider using a password for each meeting if that option is available.
- Before your meeting, close any applications and browser sessions that you are not using for the best experience. Even if you're not using them, applications on your device are using precious resources.
- Reduce simultaneous streaming activities. If you're joining a meeting and your family is also home, ask them to hold off on that next episode of their favourite show until your meeting is over. Wherever possible, consider downloading shows for off-line watching to save bandwidth during work hours.
- Share content before a call. Sending files before a meeting or sharing a link to the file rather than sharing your screen saves bandwidth.
- Where the product allows, lock the meeting once all attendees are online to minimise the risk of unintended attendees especially when using a shared license
- If there are issues with the connection try stopping your video and going to audio only.
- If sharing your computer desktop with the group make sure that there is no sensitive information that may be visible to others – for example your diary or the “sticky note” with a password.

- Some applications support recording of content by either the host or a participant. It is not appropriate for PRG discussions to be recorded and the PRG participants should discuss this and agree that no one will record the session.

Establish good meeting etiquette

- Have your webcam at eye level and have a tidy background.
- Have a reasonable quality noise cancelling microphone and speakers, or a headset.
- Mute your audio when you are not speaking.
- Have your video on when joining the meeting so that everyone can see who is in the meeting, and then switch to audio only if you wish.
- Reduce movement and visual distractions (for example, shut the door to your room to keep dogs and children out if you are at home).
- Make sure that you are visible, with light coming from the side or from the front and not from behind you.
- Dress appropriately.
- Stay seated and present during the meeting – avoid multi-tasking by turning off notifications on devices.
- If you need to read from the screen place the content on the screen with the camera so when reading you are not turning your head away from the camera.

Zoom

Requirements	<p>Minimum bandwidth of 2.0 Mbps</p> <p>Minimum operating system:</p> <ul style="list-style-type: none">• Mac OS X with Mac OS 10.10 and higher• Windows 7 and higher <p>Further technical specifications:</p> <p>https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms#h_b48c2bfd-7da0-4290-aae8-784270d3ab3f</p>
Free features	<ul style="list-style-type: none">• 1-1 and group meetings• Unlimited meetings• HD video and audio• Screen sharing• Scheduled meetings• Private and group chat• Host controls
Number of participants	<ul style="list-style-type: none">• Host up to 100 participants for 40 minutes, and you can see up to 49 participants on the screen at one time. As there are no limits to the number of meetings, you can host a new call once you have hit the 40-minute time limit.• One to one unlimited time.
How to sign up	<p>The coordinator will need to Create an account – you will be asked for your date of birth, email and to provide a password. You can authenticate with email, Facebook or Google. You receive a Personal Meeting ID (PMI) which you can use to start a meeting, or for increased security you can generate a unique meeting ID for each new meeting.</p>
Online user guides	<p>https://zoom.us/docs/en-us/covid19.html</p>
Considerations	<p>Invited participants do not need to install an app or software, they can join the meeting via the link in the invitation. You are still prompted to install the Zoom app. If you don't install you can use the web client.</p> <p>The Zoom web client has limited features and does not work in some browsers (Chrome is supported but others may be a problem).</p> <p>Allows you to choose a background! So you can appear to be attending from a tropical beach if you wish, rather than your office or home study or the dining room. (NB backgrounds are only available on newer operating systems and can suck up resources).</p>
Entry level paid options	<p>AUD \$20.99 per host per month – participants do not need to pay / subscribe in order to join a meeting, only the host or meeting organiser.</p>

Skype

Requirements	<p>Minimum bandwidth of 2.0 Mbps – groups of more than 7 will need 8Mbps'</p> <p>Minimum operating system:</p> <ul style="list-style-type: none">• Mac OS X with Mac OS 10.10 and higher• Windows 7 and higher. <p>Further technical specifications: https://support.skype.com/en/faq/fa10328/what-are-the-system-requirements-for-skype</p>
Free features	<ul style="list-style-type: none">• Up to 10 people on video calls• HD video calling• Screen sharing• Video call recording• Interactive video chats• Location sharing
Number of participants	<ul style="list-style-type: none">• Up to 50 participants for an unlimited time.
How to sign up	<p>For best performance all members of the group will need to download and install skype onto their device of choice.</p> <p>https://www.skype.com/en/get-skype/</p>
Online user guides	<p>https://support.skype.com/en/skype/all/</p>
Considerations	<p>The main drawback to using Skype is that each participant will need to sign up and download Skype in some capacity, whether it's an app for desktop or mobile.</p> <p>Skype to skype calls are free.</p>
Entry level paid options	<p>Skype for Business is being replaced by Microsoft teams, which is designed for organisations. The lowest priced plan is \$11 per user per month.</p> <p>https://www.microsoft.com/en-au/microsoft-365/business/compare-more-office-365-for-business-plans</p>

Google Hangouts

Requirements	<p>Google account</p> <p>Minimum bandwidth of 3.2 Mbps – groups of more than 10 will need 4Mbps</p> <p>Minimum operating system:</p> <ul style="list-style-type: none">• Mac - current OS and two previous major releases• Windows – current and two previous major releases <p>Web browser – current and previous major release of:</p> <ul style="list-style-type: none">• Google Chrome• Microsoft Internet Explorer (IE)• Safari• Firefox <p>Further technical specifications: https://support.google.com/hangouts/answer/2944865?hl=en-GB&ref_topic=6386410</p>
Free features	<ul style="list-style-type: none">• Up to 10 people on video calls• Video, audio, and messenger conversations• Video meeting recordings• Join calls using Google Calendar• Screen sharing
Number of participants	<ul style="list-style-type: none">• Up to 10 participants for an unlimited time
How to sign up	<p>With a desktop it is linked to your Gmail account.</p> <p>For mobile devices you will need to download the hangouts app for Android or iPhone</p>
Online user guides	https://support.google.com/hangouts/answer/2944865?hl=en-GB&ref_topic=6386410
Considerations	Very straight forward for Gmail users.
Entry level paid options	G Suite - \$8.40 per user per month, but this option is designed for businesses. Will support 25 video call participants in its meeting feature.

GoToMeeting

Requirements	<p>Minimum bandwidth of 1.0 Mbps</p> <p>Minimum operating system:</p> <ul style="list-style-type: none">• Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15)• Windows 7 and higher <p>Further technical specifications:</p> <p>https://support.goto.com/meeting/help/system-requirements-for-organizers-g2m010024e</p>
Free features	<ul style="list-style-type: none">• Free version includes a 14 day free trial of the entry level paid subscription.
Number of participants	<ul style="list-style-type: none">• Up to 3 participants for 40 minutes
How to sign up	<p>https://free.gotomeeting.com/en-au</p>
Online user guides	<p>https://support.goto.com/meeting/new-gotomeeting-guide</p>
Considerations	<p>The main drawback is the limited number of participants in the free version.</p>
Entry level paid options	<p>\$20 per month – up to 150 participants with no time limit.</p>

CISCO Webex Meetings

Requirements	<p>Minimum bandwidth of 3.0 Mbps but may need more depending on number of participants.</p> <p>Minimum operating system:</p> <ul style="list-style-type: none"> • Mac OS X 10.13 and higher • Windows 7 and higher <p>Further technical specifications: https://help.webex.com/en-us/nki3xrg/Webex-Meetings-Suite-System-Requirements</p>
Free features	<ul style="list-style-type: none"> • 100 participants with no time limit to meeting • HD video • Screen sharing, file sharing • Participants do not need an account (apart from organiser)
Number of participants	<ul style="list-style-type: none"> • 100 participants, no time limit
How to sign up	https://cart.webex.com/sign-up-webex
Online user guides	https://help.webex.com/en-us/n19jg1u/Cisco-Webex-Free-Plan-Features https://www.webex.com/webexremoteessentials.html#webex-meetings
Considerations	
Entry level paid options	\$20.95 per month per host – up to 50 participants with no time limit and a range of business oriented features

WhatsApp video call

Requirements	Good quality internet connection/signal
Free features	<ul style="list-style-type: none"> • Video call only – no options for sharing of screens or files
Number of participants	<ul style="list-style-type: none"> • 4 participants, no time limit
How to sign up	Download app for Iphone or Android
Online user guides	https://faq.whatsapp.com/en/iphone/26000028/?category=5245237
Considerations	<p>Provides basic group video functions – but maybe fine for a small PRG.</p> <p>Need to download and install the app.</p>
Entry level paid options	Not applicable

The RANZCP own all intellectual property rights (including any copyright, trade mark rights and patent rights) in the Information and this document. You may download, copy or print reasonable amounts of the Information for your personal, non-commercial use, but must not use it in a commercial way (for example, publishing, selling or modifying the Information) without RANZCP's prior written consent.