

This factsheet discusses some of the frequently asked questions coordinators have about moving network meetings to an online format.

How does video conferencing work?

Each network member will be sent a link via an email either in the meeting invitation or confirmation. This link will allow the member's access to a videoconferencing platform called Zoom. Zoom unifies cloud video conferencing, group messaging into one easy-to-use platform. It's the next best option to meeting face-to-face.

You will be able to talk to the network members via your computer mic and speakers and see the participants on the screen. If you have a speaker presenting at the meeting, they will be able to display a slideshow to participants.

I coordinate a network but feel more comfortable running meetings face-to-face, can we still meet?

We are following the current guidance and rules handed on from the Chief Medical Officer and Department of Health – it best to avoid face-to-face meetings to help stop the spread of COVID-19. There are other options, you could

- invite another member in the network to run the meeting online,
- pause meetings until the time we can meet face-to-face again, or,
- meet via teleconference.

Talk with your Project Officer about these options and to figure out what's best for the network.

How will this format differ from a webinar?

Your network meeting can take the same format as your face-to-face meetings, it may need some variation to fit the online format, for example if you run a peer support discussion you can still see each other and talk as you would sitting around a table. View it as a virtual table. If you have a guest speaker, the speaker can develop a slide show (PPT) and share their screen so the members will get to see the speaker on camera and the slides.

MHPN webinars are an open invitation to a wider national audience. Our webinars also differ from network meetings in the way they are developed and delivered. Webinar panellists assist in developing the content over several weeks and the format is typically delivered as a panel discussion about a de-identified vignette.

What do I need to join an online meeting?

This [article](#) explains the system requirements required for using Zoom, which is the program MHPN is using at this time to support networks who wish to meet online. For the best result, use a headset with a microphone for the sound, plug this into your computer and utilise a webcam so the members can see you.

How do the network members join the meeting?

Your networks Project Officer will send an invitation to the network members with a link to join the meeting via the Zoom platform.

Do I have to do anything different to facilitate the meeting?

Your Project Officer will provide you with a 'host key', which will allow you permission to mute participants sound, share your screen (slide show) and other functions to assist you in facilitating the meeting. Your Project Officer can show you these functions and you can work out what will work best for you during your technical briefing.



Here is a picture of our team meeting online!

How do I get started?

Contact your Project Officer who will take you through the steps and provide you with a technical briefing so you feel comfortable with the technology.

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