

Attached are some tips for building out a large format meeting in Skype to help with some of the common disruptions.

Feel free to share these directions.

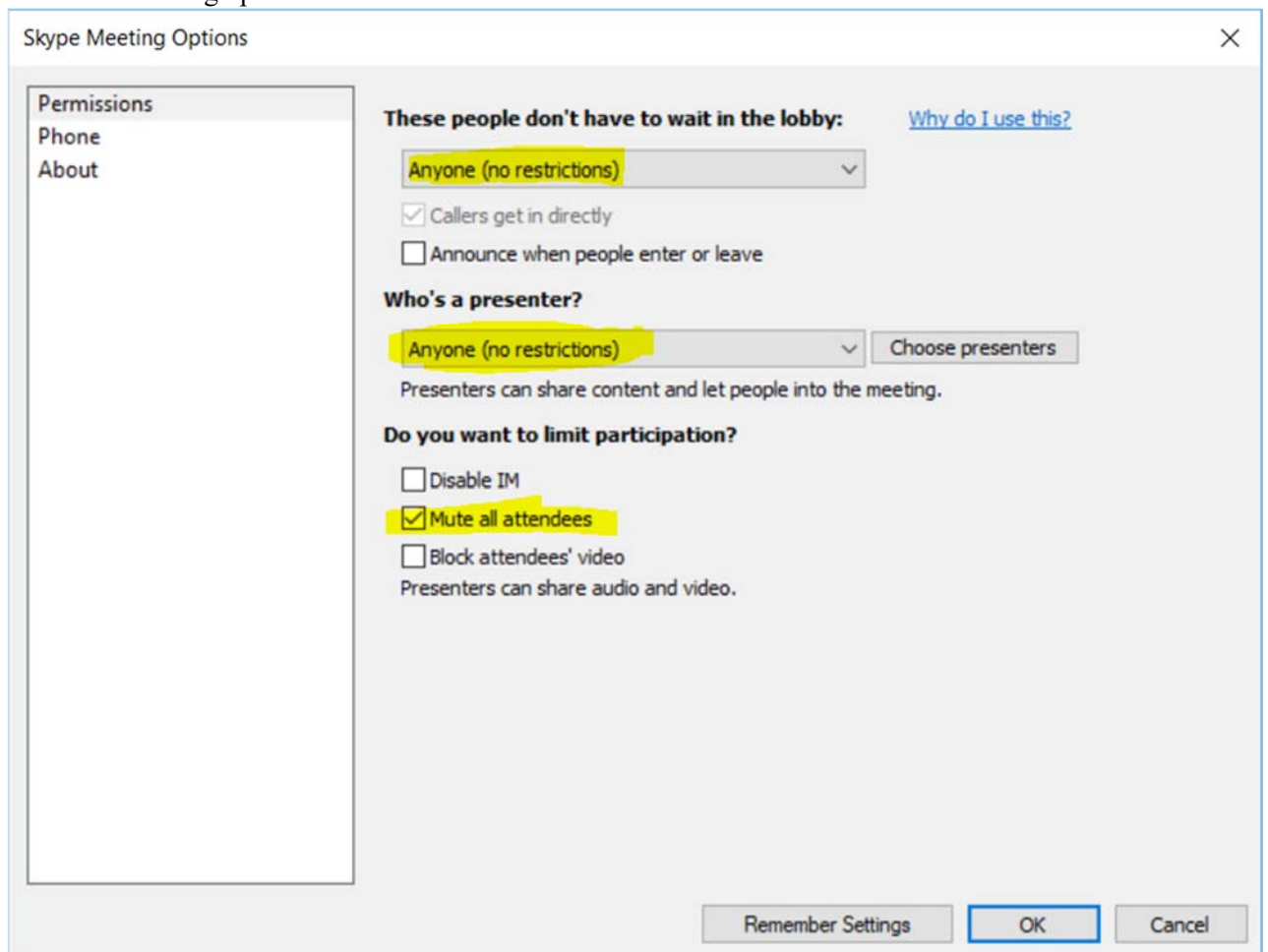
[Some Tips for Large Skype Meetings](#)

Organizers/Hosts:

1. Set meeting options with the larger audience in mind
 - a. Go to Skype Meeting Options



- b. Set the following option.



- c. This will allow anyone who joins to join directly, be able to share, and will start as muted in the meeting. We recommend to include the direction: "For people calling in via phone, press *6 to unmute audio" somewhere in the body of the event.

2. We recommend whenever possible, that the organizer/primary hosts of the conference [join via a full video client and share their video](#). This will cause them to show up as a named presenter and *prevent the video conference from locking on someone who might not be presenting or talking*, and will help keep folks attention as the meeting goes on.
3. We recommend Organizer/Hosts/Someone join the meeting at least 15 minutes ahead of time to be there so that as attendees join, people can confirm good connection with the audience.
4. We recommend that someone join the meeting who can manage the participants list and monitor the chat function. This will allow greater control and insight of who is in the meeting as well as allow for people to communicate, ask questions, or provide links without interruption the organizers/hosts.

Please as always, don't hesitate to reach out with any questions, and feel free to distribute this out to anyone else you think might need these tips.

Thanks

Nick Jabour

Deskside Support- Audio/Video Communications Technician, Senior

Information Technology Department

avcsupport@uvmhealth.com

The University of Vermont Medical Center

UVMHealth.org/MedCenter

Office Hours: M-F 6:30am-2:30pm