

To: NRHS Board
From: Jeff Smith
Date: June 23, 2013
Subject: Remote Meeting Participation

At our last meeting, the Board agreed to run a pilot for remote meeting attendance at the Delaware meeting in November 2013. The desire is to offer both the Advisory Council and the Board of Directors the option of attending meetings remotely.

For the pilot we are looking at a technology solution with the following capabilities:

- Audio only, no live video
- The ability for remote attendees to chat with the host to let them know they would like to talk or ask a question.
- The ability to display PowerPoint slides, Word documents, PDFs or other documents to the remote participants.
- We will be limited to 100 remote participants

The cost of the Webex account is \$89/month or \$69/month with an annual contract. An Enterprise account can be obtained to allow for more than 100 remote participants but it is only available if an annual contract is signed. I suggest we complete the pilot before committing to an annual contract.

We will need some equipment and a network line in the meeting room to make this work (Bob Bitzer will need to arrange for this with the hotel staff):

- We will need the hotel to set us up in the smallest room possible or at least arrange the Board seating so that we are as close to each other as possible.
- We will need a Polycom phone (or similar phone from another brand) with several expansion microphones. In our typically square setup you might need as many as 6 or 8 if the phone can support that many.
- We will obviously need a phone/network line. Most of these phone as VOIP so you will need a data network like.
- Since Greg does a lot of the talking I would suggest that he has a headset for the meeting tied directly into the phone. That will make his voice easier to hear. It could be shared to other presenters that will be talking for significant periods of time.

There are a number of logistical issues that have to be worked out:

- We will need to determine how many people plan to attend remotely. This should probably be a question on the registration form.
- We need to determine if remote participants pay a registration fee.
- We probably need to have a "practice" session so that folks can make sure they have their computer setup correctly, etc. We could do a demo WebEx in October.
- We will probably need to get a set of instructions out to people so they know the etiquette for using Webex. We don't want a few dozen people talking at once.

- Someone is going to have to run the Webex session at the meeting. Normally that would be the meeting leader (Greg) but I know that Greg is not good at multi-tasking in meetings. I can perform that function in conjunction with Greg if needed.
- Significant remote participation could mean we won't meet our room block, etc. How big of a financial risk is this for the Delaware meeting? If remote participation is high enough then I question having a face-to-face meeting at all. Do we limit the number of remote participants the first time? If so, how do we select those that stay home?
- What will be the costs of getting the network line and the phone equipment from the hotel? Sometimes these can be significant?