

## Appendix A – High-Level Description of Virtual Public Meeting Solutions

### 1. Microsoft

#### Product Link(s):

- Microsoft Skype for Business: <https://www.skype.com/en/business/>
- Microsoft Teams: <https://products.office.com/en-us/microsoft-teams/group-chat-software>

#### Maximum Attendee Count:

- Microsoft Skype for Business: Up to 10,000 attendees.
- Microsoft Teams: Up to 10,000 attendees inside or outside your organization - with Teams live events.

#### Features Overview:

- Meet with anyone, anywhere - host online meetings - 1:1, teams, and live events up to 10,000 people - with consistent experiences across platforms.
- Meet with intelligence - make online meetings more effective by sharing context and content and leveraging artificial intelligence (AI) for assistance.
- Meet with confidence - get a secure meetings experience with high-quality audio, video, and screen sharing.

### 2. Cisco

#### Product Link(s):

**Cisco Webex Meetings:** <https://www.webex.com/video-conferencing>

**Cisco Webex Events:** <https://www.webex.com/webinar.html>

#### Maximum Attendee Count:

- Cisco Webex Meetings: Host large-scale virtual events for up to 100,000 participants.
- Cisco Webex Events: Up to 3,000 attendees and streaming for 40,000 attendees.

#### Features Overview:

- Crystal-clear audio ensures everyone in the conference call will be heard.
- HD video brings you face-to-face, with the ability to show up to 25 video participants in one grid view.
- Easy screen sharing lets you choose exactly what you want to share.
- Powerful controls at your fingertips keep the meeting running smoothly.

- Toll or toll-free dial-in gives you a dedicated number to connect your audio conference.
- Voice over IP (VoIP) leverages your computer's built-in speakers with wideband audio support for outstanding quality - even over low-bandwidth networks.
- Webex will call you directly - no dialing, no passcodes!
- Webex can also detect nearby proximity-enabled video systems (on-premises or cloud registered) and prepopulate those video addresses for easy access.
- Call-Me has the conference call you directly at the location of your choice.
- Customize your view with multiple layout options.

### 3. LogMeIn

**GoToMeeting** is a web-hosted service by LogMeIn. It is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time. Share screens and collaborate with HD video conferencing.

#### **Product Link(s):**

- GoToMeeting: <https://www.gotomeeting.com>

**Maximum Attendee Count:** 3,000

#### **Features Overview:**

- Use your webcam to host high-definition video conferences and meet face-to-face with meeting participants.
- Share your screen or pass control to your participants to collaborate.
- Connect to meetings over the Internet or dial in over the phone.
- Unlimited Meetings.
- Host as many meetings you would like. You will never have to worry about hitting a limit. Take as much time as you need to get the job done. Your meetings will never timeout.
- Always on chat and presence with the ability to seamlessly flow into a meeting.
- Create a custom meeting link that never changes so you can schedule and attend meetings with ease.
- Record and share your meetings locally or in the cloud so you can listen again and share.
- Easily search through and share automatic transcripts of your recorded meetings.

### 4. Amazon

#### **Product Link(s):**

- Amazon Chime Pro: <https://aws.amazon.com/chime/>

**Maximum Attendee Count:**

- Amazon Chime Pro: 250 participants in an online meeting when not using video. For video conferences, up to 16 participants can share video desktops, and up to 8 participants on mobile.

**Features Overview:**

- Choose how you communicate - lets you choose the communication options that are best suited for your business. You have the option to choose from meetings, chat, and business calling or use Voice Connector to direct your voice traffic over the internet.
- Use one app for all your communication - lets you meet, chat, and place business phone calls with a single, secure application. You don't need to switch between applications to collaborate and can instantly go from a chat to a call, share your screen, and even invite more people to join your meeting.
- Pay only for what you use - lets you pay for features you use, on the days that you use them. With pay-per-use pricing there's no upfront investment or long-term contracts.

**5. Google**

**Google Meet** is the business-oriented version of Google's Hangouts platform and is suitable for businesses of all sizes. Hangouts Meet helps people collaborate in and out of your organization using a computer or mobile phone.

**Product Link(s):**

- Google Meet: <https://gsuite.google.com/products/meet/>

**Maximum Attendee Count:** 250 – Enterprise License (For Live Streaming limit of 100,000 participants.)

**Features Overview:**

- Meet makes it easier than ever to start and join video meetings from mobile devices, computers, or a conference room. You can meet with up to 100 (G Suite Basic), or 150 (G Suite Business and Education) or 250 (G Suite Enterprise and Enterprise for Education) people at a time.
- Start and join video meetings anytime, away from your desk and on your mobile device with the Hangouts Meet mobile app on Android and iOS.
- With smart screensharing, present documents, presentations, spreadsheets, and more from your screen to meeting attendees.
- Give clear and simple access control to your video meeting to any participant with a single shared link.
- Record meetings and save them to Google Drive.
- Create meetings that include a US dial-in option and international dial-in option for audio-only access.
- Secure meetings.

## 6. Adobe

**Adobe Connect Meetings** is a web conferencing software solution used for conducting online meetings and training sessions. The solution is for ad-hoc collaboration as well as planned online meetings. The solution enables online audio and video collaboration across devices (including mobile platforms). Participants using desktops can join meetings without installing any software.

### **Product Link(s):**

- Adobe Connect Meetings:  
<https://www.adobe.com/products/adobeconnect/meetings.html>

**Maximum Attendee Count:** 1,500

### **Features Overview:**

- Adobe Connect Mobile for iOS and Android enables you to attend and host your meetings from your mobile phone or tablet.
- Share your entire desktop, specific window(s) or specific application(s), or upload several file types directly into the meeting room.
- Create engaging experiences by adding multiple polls, capture and moderate questions using the Q&A.
- Create, edit, and distribute recordings of your meetings. Advanced options allow for automatic indexing of recordings allowing for search of specific content, creating bookmarks, anonymizing participants, and more.
- Create your room once and re-use it over and over again. It will keep all of your content, notes, and layouts intact between sessions.
- Create an unlimited number of persistent meeting rooms for uses like staff meetings or recurring training sessions that retain all the notes and content from previous sessions.
- Adobe Connect enables you to have multiple hosts and presenters in your meetings.