

# Remote Public Meeting Options

Below is a non-comprehensive list of free and paid services that could potentially allow your governing body to convene meetings remotely.

As you consider your options, we encourage you to review guidance provided by the Attorney General's Office:

[How to Conduct Emergency Meetings in Compliance with New Hampshire's Right-to-Know Law in Light of COVID-19 Concerns, State of New Hampshire, Department of Justice, March 31, 2020 \(4 pages\)](#)

[Checklist to Ensure Meetings are Compliant with the Right-to-Know Law During the State of Emergency, State of New Hampshire, Department of Justice, March 31, 2020 \(1 page\)](#)

## General Tips

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Some of these platforms have been experiencing issues when participants try to join a conference call via telephone. Most calls will connect on the first try, but if that is not the case, recommend to participants to dial back in (sometimes multiple times) if difficulty getting through. Given the circumstances, and to further increase success of calls, here are some tips to help ensure important calls are successful:

- Schedule calls at non-peak times (i.e. 11:20 am versus 11 am)
- Schedule calls earlier in the morning (i.e. 8 am)
- Schedule calls later in the day (i.e. 4 pm onward)
- Connect to calls via your web browser, mobile or desktop apps

## FreeConferenceCall.com

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This service must initially be set up via computer, but once you have an account you can host both web and/or phone conference calls with the conference call number provided to your account.

**Website:** [www.freeconferencecall.com](http://www.freeconferencecall.com)

**Company phone number:** 1-844-844-1322

**Cost:** Free

**Features:**

- Audio conference calling
- Video conferencing (can accommodate 25 different video screens)

- Screen sharing
- Meeting recording option
- Mobile and desktop app
- Participate by phone or web
- In-call chat (be mindful of public record obligations)
- Call capacity = 1,000 participants
- Host controls (mute non-speakers, queue questions, etc.)

Check out their [user guide](#), [user FAQs](#) and [tutorials](#).

## Freeconference.com

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This service must initially be set up via computer, but once you have an account you can host both web and/or phone conference calls. Many of the plans include smart summaries that included anything that was shared or recorded during your meeting. This means you can access content like uploaded and shared files, the audio or video recordings, along with their transcripts.

**Website:** [www.freeconference.com](http://www.freeconference.com)

**Cost:** \$9.99 – \$34.99/month (Free version available with less functionality than listed below)

**Features:**

- Audio conference calling
- Video conferencing
- Screen sharing
- Meeting recording option
- Join by web browser or mobile app
- Participate by phone or web
- Call capacity = 1,000 total participants, 15-100 web participants
- Host controls (mute non-speakers, queue questions, etc.)
- Text reminders
- In-call chat (it automatically saves, which is good for public records retention)
- YouTube live streaming compatible
- Pin-less entry

Check out their [user FAQs and tutorials](#).

## GoToMeeting

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This service must be set up via computer, and once you have an account you can only host meetings by web or app. That means whoever is setting up the meeting must have an internet connection. Participants may still call into the meeting with just a phone.

**Website:** [www.gotomeeting.com](http://www.gotomeeting.com)

**Company phone number:** 1-800-514-1317

**Cost:** \$12 – 16/month (Free 14-day trial available – no credit card required).

In response to COVID-19, LogMeIn the parent company of GoToMeeting has decided to offer free emergency remote work kits to eligible healthcare providers, educational institutions, municipalities, and non-profit organizations. The emergency remote work kits include select [LogMeIn products](#) (like GoToMeeting) for three months. Call to inquire if your city is eligible for a free emergency remote work kit.

### Features:

- Audio conference calling
- Video conferencing
- Screen sharing
- Meeting recording option
- Mobile and desktop app
- Participate by phone or internet based app
- In-call chat (be mindful of public record obligations)
- Call capacity = 150-250 participants
- Host controls

Check out their [user guide](#).

## WebEx

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This service must be set up via computer, and once you have an account you can host meetings by web or app. That means whoever is setting up the meeting must have an internet connection. Participants may still call into the meeting with just a phone.

**Website:** [www.webex.com/video-conferencing](http://www.webex.com/video-conferencing)

**Company phone number:** 1-866-229-3239

**Cost:** \$0 – \$26.95/month

### Features:

- Audio conference calling
- Video conferencing

- Screen sharing
- Meeting recording option
- Mobile and desktop app
- Participate by phone or internet based app
- Calendar integrations
- Q&A and raise hand features
- In-call chat (be mindful of public record obligations)
- Call capacity = 200 participants
- Host controls

Check out the [Webex help center](#).

## Zoom

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This service must initially be set up via computer, but once you have an account you can host both web and/or phone conference calls with the conference call number provided.

**Website:** [zoom.us/home?zcid=2478](https://zoom.us/home?zcid=2478)

**Company phone number:** 1-888-799-9666

**Cost:** \$14.99 – 19.99/month (Free option available but only allows for 40-minute meetings with three participants and does not have full functionality).

**Features:**

- Audio conference calling
- Video conferencing
- Screen sharing
- Meeting recording option
- Mobile and desktop app
- Participate by phone or web
- Call capacity = 100 participants
- In-call chat (be mindful of public record obligations)
- Host controls
- Closed captioning (requires a host or participant to live type captions)

Check out Zoom [tutorials](#).

Check out UNH Webinar and Town of Raymond Zoom Documents below:

[Remote Public Meetings in the Time of COVID-19](#), UNH Cooperative Extension webinar, April 24, 2020

[Electronic Meeting - Right-to-Know Law Checklist, Prepared by James W. Kennedy, Esq. City Solicitor, City of Concord, March 26, 2020](#)

[NHMA Guidance Regarding Public Meetings and COVID-19, Updated March 24, 2020](#)

[NHMA Guidance on COVID-19 & The Right-to-Know Law, Updated March 16, 2020](#)

[Gov. Sununu's Memo to Municipal Officials regarding The Right-to-Know Law, March 16, 2020](#)

## Town of Raymond, New Hampshire

[Virtual Board & Committee Meetings Using Zoom Conference](#)

[Board & Committee Meetings Go Virtual with Zoom Webinar](#)

[Sample Abutter Notices and Public Notice](#)

[Board & Committee Meetings, Organizational Details](#)

## Microsoft Teams

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Microsoft is making this special G1 Trial license available for the US government, in response to the increased need for employees to work from home (WFH) due to the COVID-19 (coronavirus) outbreak.

To learn what's available with an G1 license, read [Microsoft 365 Government Plans](#).

Don't miss all of our guidance for [supporting remote workers with Teams](#).

**Website:** <https://docs.microsoft.com/en-us/MicrosoftTeams/g1-trial-license>

**Company phone number:** 1-857-998-4580 (Denise Reilly-Hughes, Client Advisor, State/Local Government, Microsoft US Public Sector – New England)

When you create a team, here's what gets created:

- A new [Office 365 group](#)
- A [SharePoint Online](#) site and document library to store team files
- An [Exchange Online](#) shared mailbox and calendar
- A OneNote notebook

Check out Teams [tutorial for NHMA members](#).