Virtual Hosting
& Production
Assignments
Purpose

Establish process for setting up a meeting

Establish process for facilitating a meeting
Technology Team assigns 2 MEGA Mentors Google accounts per school

MEGA Mentors liaisons form teams with mentors to schedule mentoring sessions

Liaisons confirm schedules between mentors and school coordinators

Liaisons schedule Google Meet* with mentors and school coordinator using MEGA Mentors Google account

Google Meet Invite sends Google Meet Link to mentors and school coordinator by email

School coordinator to place Google Meet link on Student’s school platform

*MEGA Mentors Liaisons schedule recurring meetings for the year. The same Google Meet link will be used all year for a given meeting.
Process for Facilitating a Meeting

Google Meet Invite sends Google Meet Link to Mentors and School Coordinator by email

Mentors access meeting through Google Meet link

Host* mentor will access Google Meet link through MEGA Mentors Google account

Students will access the Google Meet link from their school platform

Google Meet

* Host capability includes ability to mute mics, control participation, and control chat activity.
Host Controls

- Click on the shield icon next to the Meeting details button on your Meet screen.
- **Turn off “Quick access”** so that all users, including those in the same domain as the host, must knock to request to join the meeting unless they're on the calendar invite.
- **Host of the meeting** can enable or disable both screen sharing and chat messages for all participants.
- **Host** can also mute participants individually.
Audits

- Each school will be audited electronically to flag Google ID links use that does not appear on the school schedule. The Program Manager will follow-up and report to the VP Programming.

- Host Mentors are responsible for reporting meeting attendance of participants (students and mentors) to the Treasurer/Donor Management system owner.
If you have questions or comments please contact:

- Info@megamentors.org

- Programs@megamentors.org

- Call (804) 639-8774
Questions or Comments

Click this link below to submit acknowledgement form

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