



# **Virtual Hosting & Production Assignments**



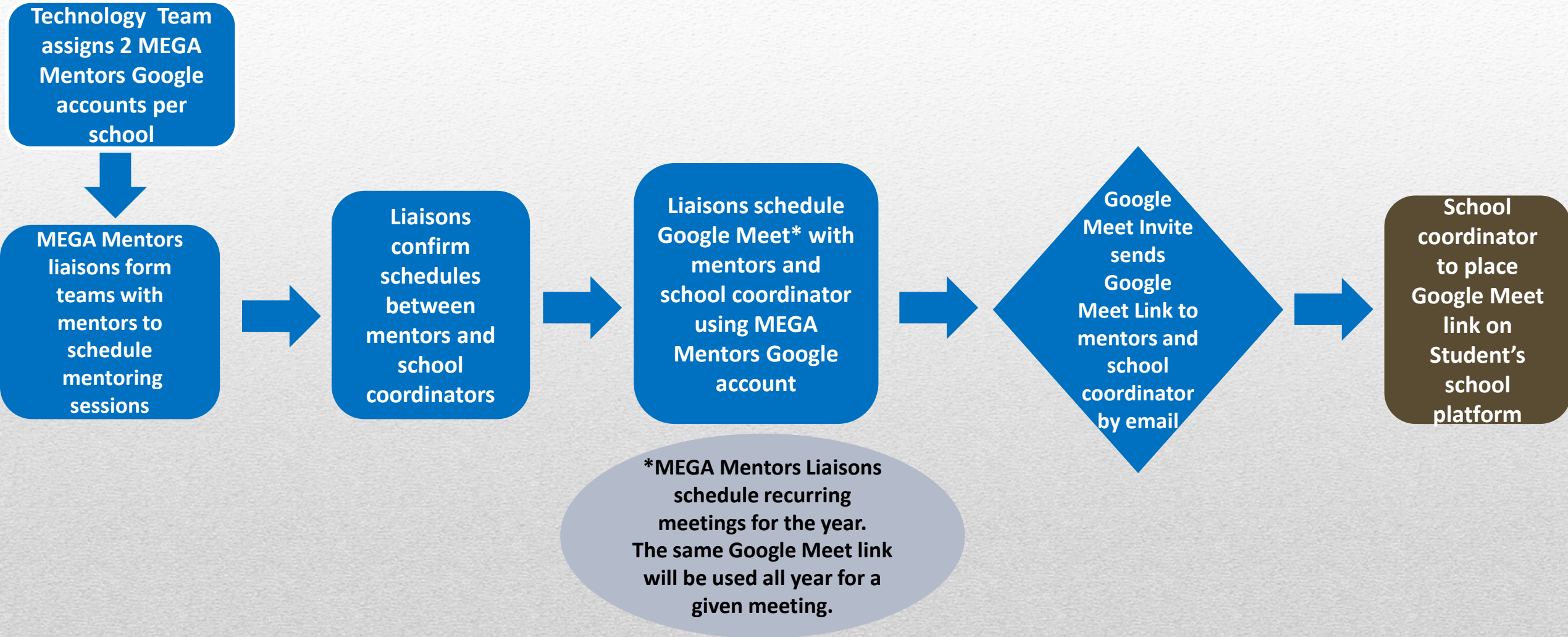
# Purpose

Establish process  
for setting up a  
meeting

Establish process  
for facilitating a  
meeting

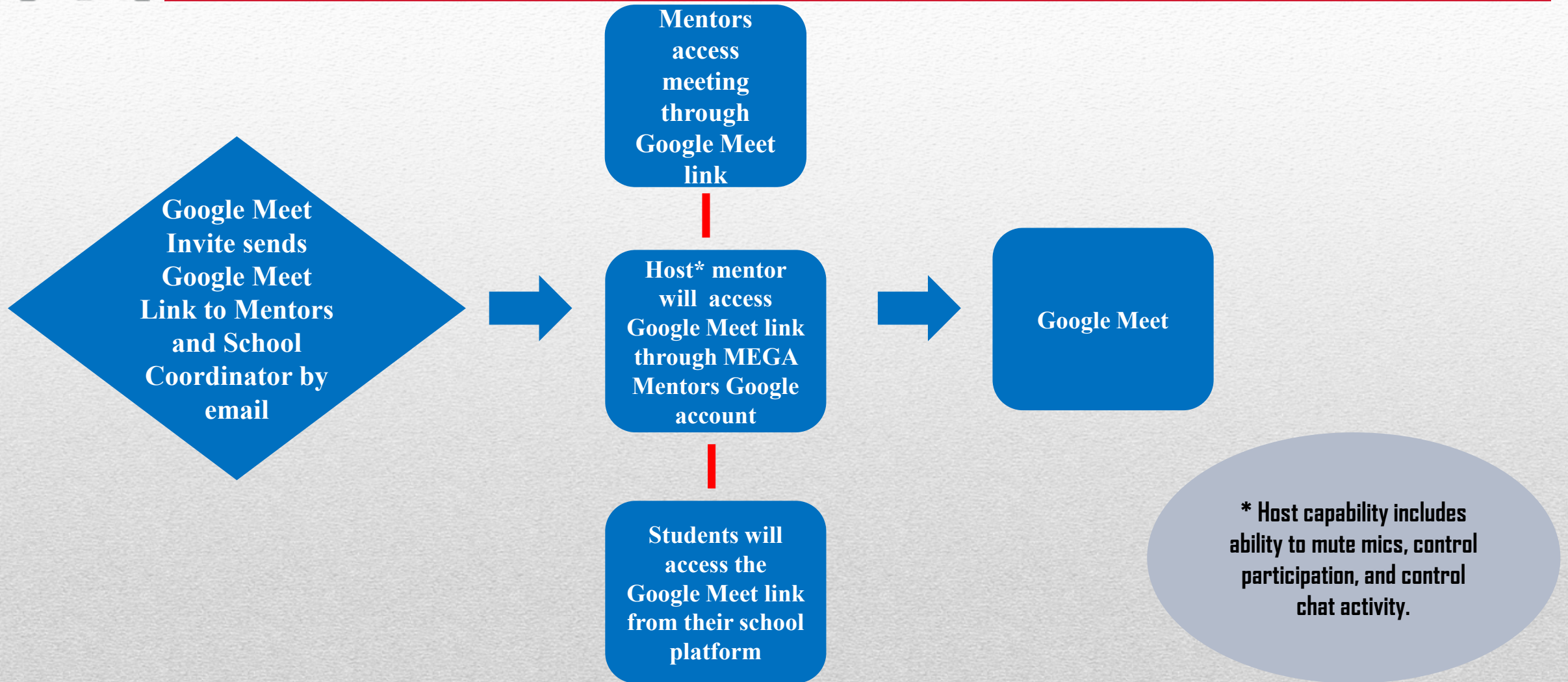


# Process for Setting up a Meeting





# Process for Facilitating a Meeting



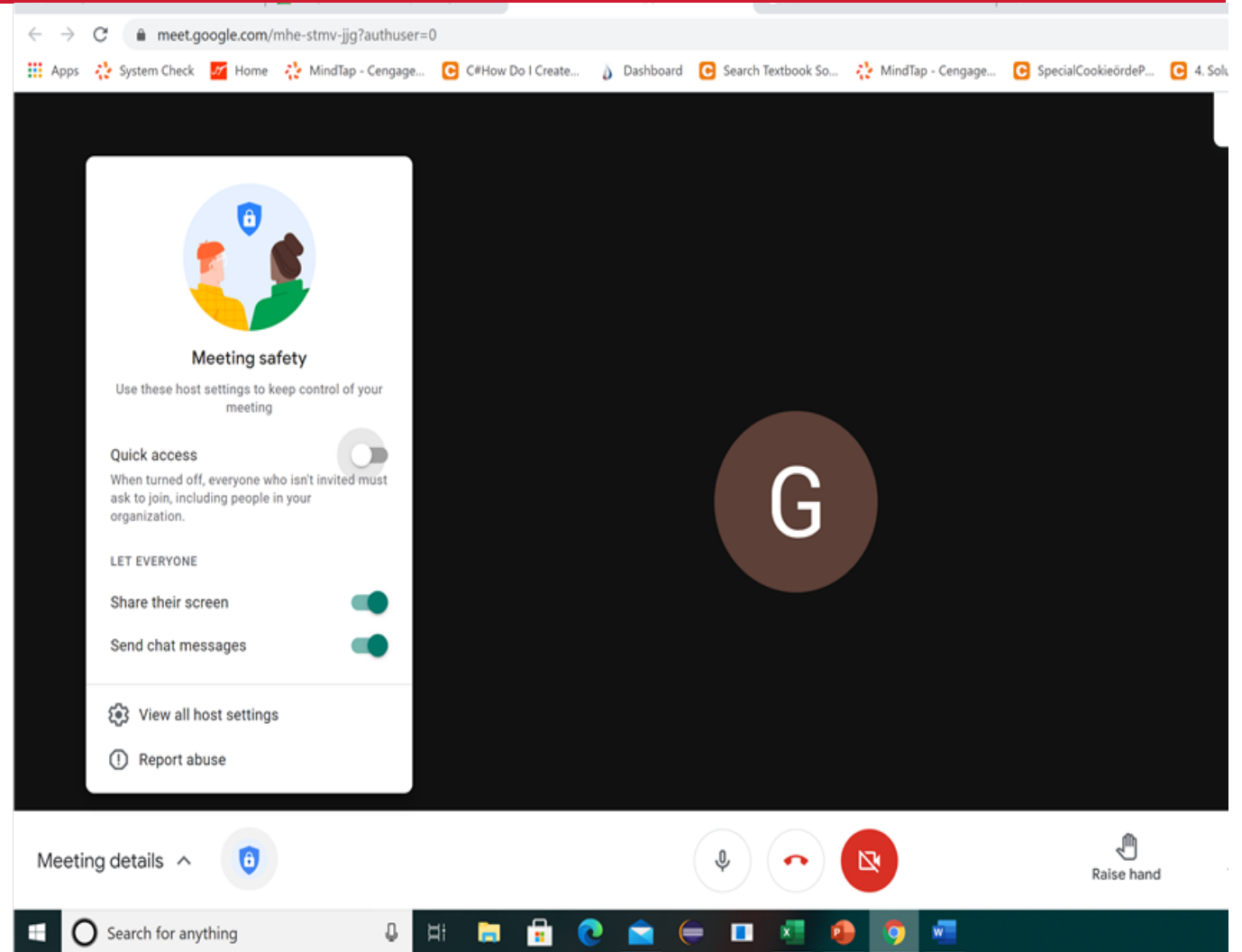




# Meeting Safety

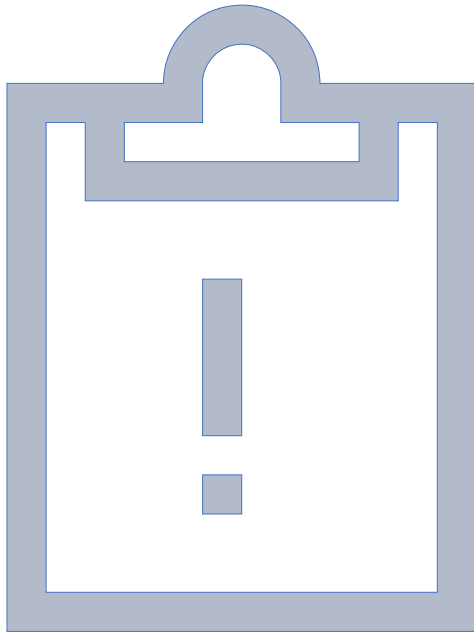
## Host Controls

- ☐ 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.



# Questions or Comments

If you have questions or comments please contact:

☐ [Info@megamentors.org](mailto:Info@megamentors.org)

☐ [Programs@megamentors.org](mailto:Programs@megamentors.org)

☐ Call (804) 639-8774





# Questions or Comments

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