Audio and Video Conferences Guide: July 31, 2018

Platform	Type	Cost	Pros	Cons	Participants	Recommendation
FreeConferenceCall	Audio and Video	Free	-cost (free) -provides dial-in number for phone only -user friendly -outside parties can dial-in at their convenience (even when organizer isn't on the line) -video conference option now available -screen sharing -GoogleCal syncing abilities -organizer has keypad commands to mute, create breakout rooms, record, etc.	-calls on toll numbers → typically .01c per minute -issues with connection -Limited access to user info during calls (e.g. names)	max 1000	This option allows the most number of participants for free, and thus is best recommendation for larger groups. It also allows you to schedule a call and have people dial-in whenever they want, so the organizer doesn't have to manage it. There is a risk of people having to pay 1 cent/min, though, as sometimes the calls aren't toll-free.
UberConference	Audio and Screen Sharing	Free	-cost (free) -provides dial-in number for phone only -call controls à easily accessible for organizer to see who is on the call, to mute them, etc. -no download -screen sharing -call in via phone or web -group chat feature -organizer doesn't need to be present for the other members to join (e.g. someone can set up the call and not be present on it).	-no video option -potential charges with toll-free line -problems with Safari; works best on Chrome	max 10	A good free option for most committee-sized meetings. No downloads required for screensharing as a participant; many users find it intuitive to use.
Google Hangouts	Video	Free	-can dial-out to add participants via phone -unlimited duration -scheduling with Google Calendar and email invites -video only, though people can join a video conference via phone and participate without their cameras -meeting urls provide easy access to meetings -doesn't require much setup -screen sharing	-can't dial-in to join via phone * (need Hangouts app/data connection) -potential charges from dialing-out -default: camera on	max 10	Definitely very easy for one-on-one meetings that might be more casual and with people you know already (e.g. within your local league). It's also preferred that everyone would be able to access it from a computer or tablet as to avoid the potential charges from joining via a phone.
Skype	Video and Audio	Free	-easily accessible software -more likely to have existing familiarity -screen sharing and ability to send files	-have to download Skype or be a Microsoft user to use Skype web -require Skype Credit or a subscription if calling on mobile or landline number (if the person doesn't have a skype account)	max 25	So many people have used Skype that it might be more intuitive for some members. It's a pretty easy free platform once it's downloaded, but the downloading might be a hassle. For video calls, it's a great option because it has chat and various organizer controls, but for audio, there are some additional charges with dialing out.
Zoom	Video and Audio	Free and Paid	-screen sharing -participants don't need Zoom accounts to join -organizer controls (video, screen sharing, audio options) -group chat -unlimited 1-on-1 meetings	-limited to 40 minutes for meetings with 3 or more people with free version / unlimited with paid version -paid: $14.99/month	max 100	If you're willing to splurge, the paid version allows for a pretty easy platform that would be best for larger committees and leagues since it sponsors up to 100 participants with an unlimited number of calls and no time limit. The free version works well for larger committees, but is limited to 40 mins for each call.

Disclaimer: this guide was current as of publication; however, these plans and programs can always change, so please check the individual websites for the most current information on each platform. If you have questions, reach out to info@lwvil.org.