

ARLOSOU'S VIRTUAL TIPS + TRICKS: TECH +TOOLS FOR WFH

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Cheat Sheet, Resources and Info

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1. All-in-one Platform

- Microsoft Teams

- Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, live event capabilities, file storage, email, calendar and application integration. Free to download and use with a Microsoft 365 subscription, is an all-in-one highly secure platform designed to streamline user experience and be customized to fit an organization's needs.

2. Webinar and Meeting Platforms

- Zoom

- Zoom Meetings

- Zoom Meetings are great for hosting interactive sessions where you'll want to have lots of audience participation or break your session into smaller groups. Zoom's **Breakout Rooms** feature allows you to easily assign participants to virtual side sessions and bring them back to the main meeting
- More tips and tricks? [Check this out](#)

- Zoom Webinars

- Hand raising, Q&A, and polling enable additional engagement.

- Zoom plugin -- Toasty

- Toasty is an audience engagement platform for virtual events and workshops that facilitates highly interactive experiences and real human connections. Think **breakout rooms with fun and engaging prompts** to get everyone sharing and interacting. Check on pricing

- Good for:

- Community networking meetups and gatherings
- Collaborative workshops and training
- Orientation and team building

- Icebreaker

- Another meeting/webinar platform that offers a main chat room where the host can present via video (no screen sharing) and share Youtube videos. The heart of this tool? **Allows participants to all be matched at random with 1 other attendee through a series of games.** Each game (or round that can last 5-10 minutes) offers a series of cards with talking points and questions the two matched attendees can get to know each other through.

- **Adobe Connect**
 - Online platform where users create and present presentations, online training materials, web conferencing, learning modules, webinars, and user desktop sharing. Meeting rooms are organized into 'pods'; with each pod performing a specific role. Highly customizable, this platform enables users to design virtual rooms, create custom experiences and upload apps.
 - Pricing:
 - Free 90-day access
 - Adobe Connect Meetings: \$50/month
 - Webinars: \$130/month
 - Other options
 - **Google Hangouts** and Meet
 - **Skype**
 - **GoToMeeting** (LogMeIn)
 - \$12-\$16/month = up to 250 people
 - Similar features as mentioned above
 - Secure platforms
 - **WebEx Meetings** (Cisco)
 - \$13.50-\$26.95
 - Similar in terms of features and benefits
 - Integrated plug-ins, including Zoom, Zapier, and multiple calendar integration
 - Secure platform
- 3. Event Platforms**
- **Run the World**
 - Easy and fun for all kinds of organizers to put together exciting events. Organizers can simply plug and play into their event templates; attendees can interact and learn from each other and have meaningful conversations, entirely online. Think video conferencing, ticketing, interactivity and networking all combined into one user friendly and aesthetically pleasing platform. We like that it is founded by two smart women who previously led products for both Instagram and Facebook.
 - Pricing: Free to use but requires paid tickets for attendees (\$1 minimum)
 - From large scale events to community happy hours, nonprofit fundraisers, online workshops and bootcamps, Q&A summits with podcasters, live podcasting, and more.
 - **Twitch**
 - Started out as a gaming platform, and now is being used as a TV channel for everything from fashion shows to live concerts, “talk shows”, food shows, live chatting and more.
 - Direct link to Amazon prime for gamers
 - Pricing: Free

- **Hop In**
 - All-in-one live event platform designed to emulate larger conferences including a main speaker stage, smaller session break outs and one-on-one networking. You can also host networking groups, online courses, webinars, trade shows, and workshops. Pricing unavailable and it's still in an early access beta.
 - Meetups, conferences (with a stage and online meeting rooms), webinars, company events, online courses, virtual summit, workshops, trade shows
 - Pricing: Paid and free events (host paid 85% of total revenue)

- **Crowdcast**
 - Live video/teaching and engagement platform
 - Allows for 1-1 engagement and up to over 1000 attendees
 - Easily Scalable
 - Links to and connects with over 500 (using Zapier) other applications, including Salesforce, MailChimp and Slack
 - Pricing: Monthly subscriptions (\$20-139 depending on how frequently you present and how many people attend), includes analytics and ability to provide free and paid-for programming

- **Shindig**
 - 1000+ users
 - Direct chat with presenter
 - Private video and text networking with each other
 - Questions Management
 - Allows for many hosts/managers
 - FB Live and YouTube Integration
 - RSVP reminders and invite systems
 - Ticketing - public or private events
 - Pricing: Unavailable; contact company

- **Maestro Conference**
 - From scheduling to following-up, this is another “one-stop shop” for large event/conferencing needs, similar to others (invites and reminders, front and back end technical support during event and assessment/evaluation after the event); includes integration of other platforms such as Skype for Business and
 - Pricing: Begins at Basic \$39/month up to \$397/month with backend support
 - Can handle from 25-500 attendees

- 4. **Community Platforms**
 - **Mighty Networks**
 - Great for community building

- Allows for customized branding, blogging and sharing of photos, etc.
- Can be used for online courses/teaching, website building and community events
- Direct messaging
- Pricing: Community membership \$23/ month - with 2 months free right now
- **Slack**
 - Slack is a communication platform designed to replace email as your primary method of communication and sharing. Its workspaces allow you to organize communications by channels for group discussions and allows for private messages to share information, files, and more all in one place.
 - Pricing: Standard: \$6.67 per person, per month; Plus version?: \$12.50 per person, per month; Enterprise: contact Slack for details
- **MURAL**
 - A visual collaboration workspace based in the cloud, MURAL provides shared, digital whiteboards where teams visually explore complex challenges, facilitate design thinking methods, and organize Agile processes across any device.
 - Great interactivity with templates where people collaborate, virtually
 - Pricing: 90 days for free for new subscribers; Starter - \$24/month
- **Basecamp**
 - A real-time communication tool that helps teams stay on the same page and keep track of priorities and actionable items with to-do-lists, calendaring, due dates and file-sharing.
 - Pricing: 30 day free trial; Business version: \$99/month; Personal version is free but has limits

5. Stay Organized

- **Trello**
 - A web-based Kanban-style list-making tool that organizes your projects into boards. In one glance, **Trello** tells you what's being worked on, who's working on what, and where something is in a process. Imagine a white board, filled with lists of sticky notes, with each note as a task for you and your team.
- **MURAL**
 - See above
- **Airtable**
 - Works like a spreadsheet but gives you the power of a database to organize anything.
- **Asana**
 - An online task management software that allows teams to assign tasks and deadlines, and to track the progress of their projects. Its platform features tasks, projects, sections, due dates and times, attachments, hearts, task conversations,

project conversations, team pages, my tasks, inbox, search, dashboards, calendars, files view, task assignees, followers, and guests.

- [Basecamp](#)
 - See above
- 6. **Our Creative Favorites**
- [Venngage](#)
 - Create infographics, presentations, reports or social media visuals with hundreds of templates
 - Free for students
 - Premium - \$19/month
 - Business - \$49/month
- [Canva](#)
 - Graphic design platform that allows users to create social media graphics, presentations, posters and other visual content.
 - Free base model
 - Pro - \$9.95/month
 - Enterprise - \$30/month
- [The Noun Project](#)
 - Platform with millions of free icons or unlimited royalty-free icons curated by a global community of artists.
 - Free
 - \$40/year for royalty free, customizable downloads
- [MURAL](#)
 - See above
- [Adobe Sketch](#)
 - Create images with natural drawing tools like pencils, pens, markers, and watercolor brushes, print to a pdf and send them along to your partner in crime
 - Free with in app purchases
- [TurboScan](#)
 - Easy and free scanning app
 - Photo, black and white or color options
- [CamScanner](#)
 - Mobile image scanner. Transform any picture, large or small, into a cleaned up, scanned document
 - Free
 - Upgrade available

More Great Resources for Further Learning:

- [Remote Working: Setting Yourself and Your Teams Up for Success](#) by LinkedIn
- [13 Zoom Video Chat tips, tricks and hidden features](#)
- [Part 1: Everything you need to know about Zoom](#)
- [Part 2: How to structure good connection events](#)
- [Zoom is Dead](#), Long live Houseparty