

VIRTUAL - Lions Club Meeting Overview

Virtual Club Meetings will allow every member to attend a meeting without actually being present in the same room. Members can simply call a published phone number and participate in a Conference Call using their Computer, (provided that they have internet access, speakers and a microphone), or using a Smart Phone, or an iPhone, or "dumb" phones and landline phones, provided that the phone or landline has Toll Free Long Distance access.

We have selected FreeConferenceCall (**FCC**) as our virtual meeting service provider and each Member should open a FREE Account at this link: <https://www.freeconferencecall.com/> You will only need to create a free FCC account once. The same account will be reused for every Virtual Club Conference Call Meeting in the future. After you open your Account, you should decide which platform you want to use to participate. If you intend to use your computer you can download the computer software from this link: <https://www.freeconferencecall.com/downloads>. **OR** if you intend to use a mobile device, you can download and install the **Free Conference Call APP**. iPhones can get it from the Apple APP Store, **and** Android Phones can get it from the Google Play Store.

You may participate in meetings using a mobile device, with or without having the APP installed; or use "any" phone that has toll free long distance access; however, if you don't use the APP, your call may be identifiable by number, but not by name, to anyone else on the call. This means that during Q&A sessions, you may not be recognized or addressed by name when you want to ask a question. Therefore, if you intend to use your Smart Phone or iPhone, please install and use the APP on your device for Security, Privacy and Identification reasons.

Your Club President, Secretary or meeting HOST will initiate a **CONFIDENTIAL Invitation** Email, one or two days prior to each meeting date and time. Those Emails will resemble the following example and will contain information needed to join the meeting on the specified date and time.

Please join the meeting approximately 5 minutes before it is scheduled to start.

(Sample Email message)

Meeting Date: **April 16, 2020**

Meeting Time: **6:30PM (18:30 hours)** (please join the meeting 5 minutes ahead of time)

DIAL-IN -- Phone Number (US): (____) _____ (the number will be provided)

When the connection has been made, you will be asked to:

ENTER -- the **Access Code:** ____ **Code** ____ (**Code** will be provided & may resemble **624351#**)
and the **Online meeting ID:** ____ **ID** ____ (**ID** will be provided & may resemble "**mYlion5C1ub**")

You can also participate using your PC and internet connection by "clicking or selecting" the URL address embedded in the Email invitation, or typing the URL address from the Email invitation, into your PC browser's address line. (NOTE: To use your Windows PC or MAC you should have the FCC software installed and a functioning **internet connection, speakers and a microphone.**)

Join Meeting Link: To join the meeting: <https://join.freeconferencecall.com/> ____ **ID** ____
(where the **ID** will be provided and resemble something like "**mYlion5C1ub**")