Tools & Technology

This section provides information on what technological tools you might utilize to meet the goals and objectives you laid out during the planning phase.

The technological platforms for hosting virtual gatherings are constantly evolving and improving, so these recommendations are by no means comprehensive but rather provide a few tips on which platforms have worked well for women in agriculture programs in 2020. Many tools mentioned below can also be combined and integrated across platforms to enhance the user experience.

“We also had to learn the ins and outs of the Zoom platform, ensure security via registration, build curriculum appropriate to the online setting, and test out how to play videos within Zoom meetings to replace the hands-on components of in-person events.”

- Caitlin Joseph, AFT
WHAT KIND OF VIRTUAL SESSION?

1 LEVEL OF INTERACTIVITY?

HIGH
• “Learning Circle” style
• All participants share responsibility for bringing content
• Facilitated discussions

MEETING
Meeting features depend on group size

8-12 8-12
BASIC MEETING

60-90 minutes *

10-24 10-24
MEETING WITH...
• Breakout rooms
• Multiple facilitators

75-120 minutes *

*M Time depends on group size

MODERATE
• “Workshop” style
• Presenters responsible for content
• Often combines presentations with discussion or hands-on activities.

MEETING
30-40 people

30-40 30-40
MEETING WITH...
• Breakout rooms
• Polls
• Chat
• Q&A
• Screensharing
• Multiple facilitators

20-40 minutes *
1 presenter

45-70 minutes *
2 presenters

60-75 minutes *
3+ presenters

*L Time depends on number of presenters

LIMITED
• “Lecture” style
• Presenters responsible for content
• Opportunities for questions, but through chat and Q&A features
• Option: “Coffee Break” style 20-minute short session

MEETING
Up to 40 people
Often easier to set up and manage

UP TO 40

WEBINAR
For 40+ people

40+ 40+
# Platforms

<table>
<thead>
<tr>
<th>When you need to...</th>
<th>. . . you could use:</th>
<th>Available Tutorials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capture input before &amp; between meetings</td>
<td>Google Forms</td>
<td><a href="https://www.youtube.com/watch?v=BtoOHhA3aPQ&amp;ab_channel=Simpletivity">https://www.youtube.com/watch?v=BtoOHhA3aPQ&amp;ab_channel=Simpletivity</a></td>
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<td></td>
<td>Microsoft Forms</td>
<td><a href="https://www.youtube.com/watch?v=BOoTBzHM4fQ&amp;ab_channel=CollaborationCoach">https://www.youtube.com/watch?v=BOoTBzHM4fQ&amp;ab_channel=CollaborationCoach</a></td>
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<td></td>
<td>1000 minds</td>
<td>Online suite of tools and processes to help individuals and groups with their Decision-Making, and to understand people's preferences via Conjoint Analysis. - <a href="https://www.1000minds.com/">https://www.1000minds.com/</a></td>
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<td></td>
<td>PollEverywhere</td>
<td>Great for engagement to show where folks are on a map, polls that result in bar charts, wordle responses to questions, and other polling options. Also, you can insert the polls into your PowerPoint presentation, so it is seamless and not switching between PPT to web browser and back. <a href="https://www.polleverywhere.com/">https://www.polleverywhere.com/</a></td>
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<tr>
<td>Gather &amp; interact in real-time (e.g. Learning Circles, Collaborative Meetings)</td>
<td>Zoom</td>
<td>How to prevent &quot;Zoom bombing&quot; in meetings - <a href="https://www.nytimes.com/2020/04/07/style/zoom-security-tips.html">https://www.nytimes.com/2020/04/07/style/zoom-security-tips.html</a></td>
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<td></td>
<td>Microsoft Teams</td>
<td>Many topics on the features of Teams - <a href="https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f08e54-240b-4351-8084-b1089f0d21d7?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f08e54-240b-4351-8084-b1089f0d21d7?ui=en-us&amp;rs=en-us&amp;ad=us</a></td>
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<td></td>
<td>Stormz</td>
<td>Collaboration Tool for Online and In-Person Workshops - <a href="https://stormz.me/en">https://stormz.me/en</a></td>
</tr>
<tr>
<td>Deliver in-depth information, but not necessarily get in-depth feedback from the audience (i.e. Webinar or Lecture)</td>
<td>Zoom</td>
<td><a href="https://support.zoom.us/hc/en-us/articles/200917029-Getting-started-with-webinar">https://support.zoom.us/hc/en-us/articles/200917029-Getting-started-with-webinar</a></td>
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<tr>
<td></td>
<td>GoTo Webinar</td>
<td><a href="https://www.youtube.com/watch?v=rI3kVf87hew&amp;ab_channel=GoToWebinar">https://www.youtube.com/watch?v=rI3kVf87hew&amp;ab_channel=GoToWebinar</a></td>
</tr>
</tbody>
</table>
| Show a process, demonstrate an outcome, or provide hands-on experience. (i.e. Workshop, Farm Tour, Field Experience, or Demonstration) | Zoom (live or pre-recorded) | How to play a video with sound on Zoom -  
[https://www.youtube.com/watch?v=xX8GgFkw7Ls&ab_channel=EvgeniiPermiakov](https://www.youtube.com/watch?v=xX8GgFkw7Ls&ab_channel=EvgeniiPermiakov) |
|---|---|---|
| Facebook Live | Schedule a live video broadcast on Facebook -  
| Instagram Live | How do I start a video on Instagram live? -  
[https://www.facebook.com/help/instagram/292478487812558](https://www.facebook.com/help/instagram/292478487812558) |
| USDA Climate Hubs 360° Demonstrations | 'As If You Were There' recordings of field tours from around the country -  
[https://www.climatehubs.usda.gov/hubs/northeast/project/360](https://www.climatehubs.usda.gov/hubs/northeast/project/360) |
| Streamyard | This platform is free to use with paid options for certain additional features (such as removing the Streamyard logo from the livestream). -  
[https://streamyard.com/](https://streamyard.com/) |
| Engage participants during meetings and webinars | Mural | Tool for real-time collaboration, organizing participant input, & feedback. It helps with visual collaboration much like sticky notes / brainstorming sessions at in-person workshops. -  
[https://www.mural.co/](https://www.mural.co/) |
| Icebreaker | Tool for facilitating virtual icebreakers -  
[https://icebreaker.video/](https://icebreaker.video/) |
| Host Ongoing Networking or long-term Online Learning | Mighty Networks | Overview Tour -  
| Language interpretation | Zoom (translation audio channel available with business account) | Language interpretation in Zoom -  
Tips for ASL interpretation in Zoom -  
[https://deafunity.org/article_interview/tips-on-using-zoom-with-a-sign-language-interpreter/](https://deafunity.org/article_interview/tips-on-using-zoom-with-a-sign-language-interpreter/) |