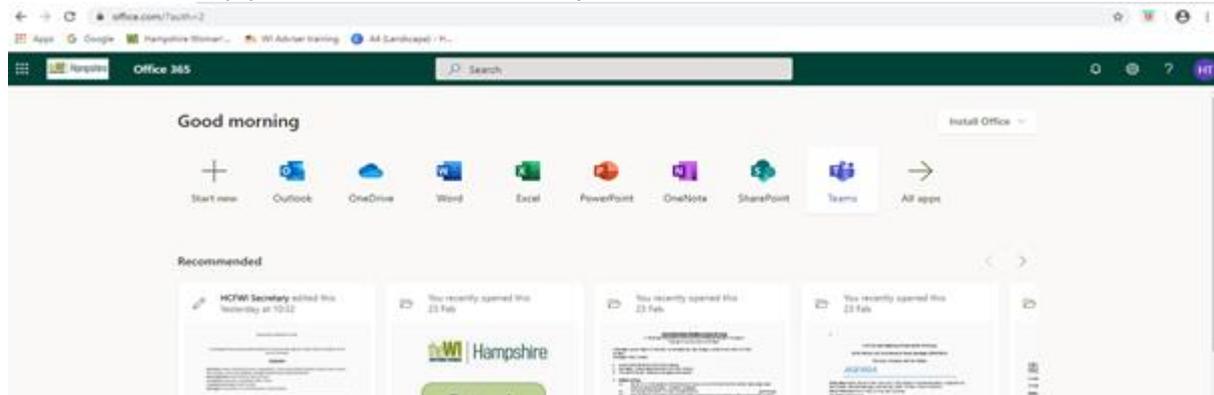


## WI Annual Meetings

Many of you are calling worried about your Annual meetings, National are taking the necessary advice, specific to the WI, on the Charity Commission's stance on Annual Meetings during this crisis. They will send details as soon as they can, please don't worry about this and as soon as I can give you more information I will.

Some of you may like to try organising a virtual meeting and there is a way!

For WI Officers using Office 365 you can join 'Teams' it is easy to use and I have attached instructions to help you. No need to download just click on the Teams icon.



For members looking to chat with other members of their WI (a large group) there is guidance on video calling software, and how to host a virtual meeting on **MYWI**.

<https://mywi.thewi.org.uk/running-your-wi/guide-to-running-meetings/take-your-wi-meetings-and-sub-groups-online>

## Skype

Skype, one of the first and probably most popular online communication tool, allows you to make video calls, chat and share files. It can be used on a range of devices, and the basic Skype version is free to download.

## Zoom

Another very popular tool to virtually meet – either by video or audio call - is Zoom. The free version allows you to hold an unlimited number of meetings with up to 100 participants, and meetings can be recorded. However, video calls with a larger group of people are limited to 40 minutes in length. Of course, you can always restart your video call after 40 minutes, so there is a way around this time limit. One person has to download the Zoom app and then they set up the meeting. They can send a link via email or sms to the people you want to attend the meeting. The link pre-set by Zoom Text seems to work the best. No one else has to have zoom although some your members can download it anyway. You can have 40 minutes free. If you want to pay it is £15 a month but that might be worthwhile if you want to run meetings with it.

## Houseparty

Houseparty is a social networking service that enables group video chatting through mobile and desktop apps. Users receive a notification when friends are online and available to group video chat. On average, users spend approximately 51 minutes a day on the app in group or one-on-one chats, why not download the app.

**Please note, we suggest all users choose strong passwords when creating online accounts on any platform. Please use a unique password for each account, and use a password generator or password manager to keep track of passwords, rather than using passwords that are short and simple.**

**If you can't do this, please don't worry it is just a suggestion.**