

# How to Schedule a CAS TC GoToMeeting:

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IEEE CAS Society has purchased a number of licenses to be used by our Technical Committees. GoToMeeting is a web-hosted service created and marketed by the Online Services division of Citrix Systems. It is an online meeting, desktop sharing, and video conferencing software that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time. GoToMeeting can be used from any browser as well as most mobile devices, and with or without a camera.

The core features of GoToMeeting include

- High-definition video conferencing: GoToMeeting is more than just audio conferencing — if you have a webcam, you can be seen and heard. This is often a great advantage when you're making a sales pitch or having an important and possibly sensitive or otherwise intense discussion.
- Toll-free numbers available: For those phoning in, you can provide toll-free numbers to eliminate long-distance fees for attendees.
- Share what you see: Share the contents of your screen or desktop while you discuss. Show several different windows, or just one full-screen.
- Multiple meeting facilitators: More than one person in charge of the meeting? No problem. You can share or turn over control of the meeting administration to another user.
- Share keyboard and mouse control: As the meeting organizer, you can give another user control of the mouse and keyboard, but retain general meeting administrator control.
- Record the meeting: If someone misses the meeting, they can play it back at a later time as an MP4 or WMV file.
- Drawing tools: You can draw and highlight items on the screen during the meeting using the drawing tools.

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CAS has the following licenses for use:

- 4 GoToMeeting Licenses allowing up to **25 callers**
- 1 GoToMeeting License allowing up to **100 callers**

All scheduling will be handled by Brittan Parkinson in the CAS Operations Management Office. The scheduling will take place on a first-come-first-served basis. To view the current calendar for available times please view-

[https://www.google.com/calendar/embed?src=conferencecatalysts.com\\_1qusamoh3ancpe1orb7b0eb73s%40group.calendar.google.com&ctz=America/New\\_York](https://www.google.com/calendar/embed?src=conferencecatalysts.com_1qusamoh3ancpe1orb7b0eb73s%40group.calendar.google.com&ctz=America/New_York). **Please note all**

**unavailable times are events listed on the calendar.**

To request and host a CAS TC GoToMeeting please follow the directions below:

1. Gather 1-3 potential dates and times for meeting, refer to the shared IEEE CAS Technical Committee GoToMeeting Calendar to view any unavailable dates and times
2. Email Brittian Parkinson ([manager@ieee-cas.org](mailto:manager@ieee-cas.org)) with your requested time. Please utilize the following Subject Line: **Request for CAS TC GTM Scheduling**
3. Read the confirmation email from Brittian, she will provide the following information: GoToMeeting login credentials, GoToMeeting connection credentials, a PDF version of the GoToMeeting Attendee Guide
4. Draft and send an email to your TC membership. In this email include the GoToMeeting connection credentials and the PDF version of the GoToMeeting Attendee Guide
5. Ten minutes prior to the meeting log on to GoToMeeting using the login credentials provided by Brittian in her confirmation email
6. Host meeting

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If you have any connection issues please contact GoToMeeting directly, do not contact Brittian. For GoToMeeting support contact details please view- <http://help.citrix.com/meeting>