

It's annual meeting season, and one of the biggest questions on everyone's mind is -

# WHY GO VIRTUAL?

Current guidelines recommend avoiding large gatherings, but that's not the only reason to consider running your annual meetings on a virtual platform. Data shows that participation for both attendance and voting can increase when owners have the opportunity to join a meeting from their own home or respond to voting ballots on their own time. We've put together a comparison of some of the most common web-based meeting opportunities available so that you, the CAM for your community, and your attorney of record can review and decide which options might be right for your community!



## Microsoft Teams

Powered by Microsoft, Teams creates a secure meeting space for up to 300 users with no time limit.

### Cost:

There is no additional cost for using Microsoft Teams should your community qualify. Your CAM can assist in setup.

### Pros:

- Microsoft-backed security
- Invite links for attendees
  - All attendees can participate directly
- No Microsoft account required, only the attendee's email

### Cons:

- Users must join via computer
- Needs setup from CAM unless a Board member has Office 365
- Max 300 attendees
- Attendees can unmute



## Zoom Meetings

Zoom Meetings allow for full participation from all attendees.

### Cost:

**Business:** Max 300 participants for \$19.99/month/license (minimum total of \$199.90)

**Enterprise:** Max 500 participants for \$19.99/month/license (minimum total \$1,999.00)

### Pros:

- Users can join via phone or computer
- Full participation from all attendees

### Cons:

- Attendees can unmute
- Limited screen sharing
  - Security limitations



## Zoom Webinars

Zoom Webinars allow for the hosts and presenters to appear on-screen and limit the other attendees to comments-only.

### Cost:

**500 Attendees:** \$140.00/month/webinar license + \$14.99/month/host license (minimum total of \$154.99)

**1000 Attendees:** \$340.00/month/webinar license + \$14.99/month/host license (minimum total of \$354.99)

### Pros:

- Only hosts and presenters have screens visible and microphone access
- Presenters can be added to the meeting from the audience to speak
- Users can join via phone or computer

### Cons:

- Attendees can only communicate via chat
- Security limitations