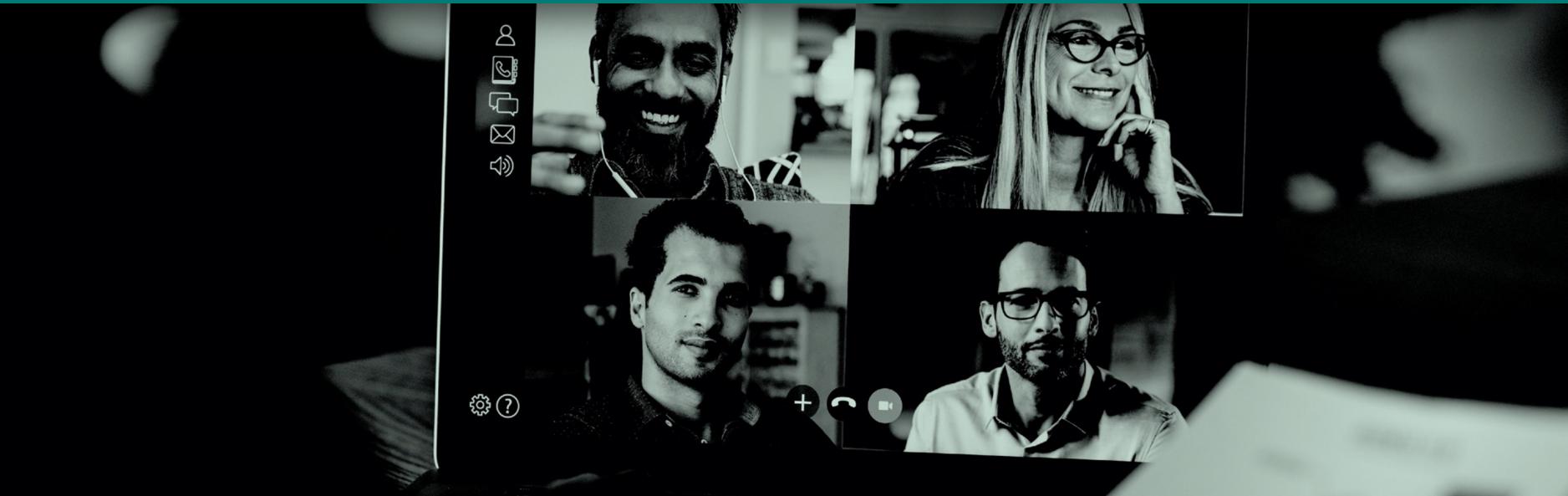


Video Conferencing for the activities of Spiritist Centers



What is video conferencing?

Video conferencing (or video conference) is a meeting that is conducted between two or more participants at different sites by using computer networks to transmit audio and video data.

When can I use video conferencing?

- Study groups;
- Education - Youth;
- Fraternal assistance;
- Coordinators/board meetings;
- Public lectures;
- Planning projects/activities;

What do I need to have one?

A smartphone, tablet or computer with access to a high-speed internet network, as well as a video conferencing application (program). The use of a headset is recommended.

Which application should be used?

There are several applications that can be used. On the next few pages, we'll provide you with a comparison of the key features of some video conference applications. Choose the one that best suits your needs in terms of practicality and privacy.



Applications for video conferencing

Application	Company	Maximum number of people per meeting	Time limit	Free	Monthly fee (guest or host)
WhatsApp	Facebook	Up to 4 people	unlimited		
Apple FaceTime	Apple	Up to 32 people	unlimited		
Instagram	Facebook	Up to 6 people	unlimited		
Facebook Messenger	Facebook	Up to 50 people	unlimited		
Skype	Microsoft (Windows)	Up to 50 people	unlimited		
Skype (paid)	Microsoft (Windows)	Up to 99 people <i>(250 people)*</i>	unlimited		Office 365 Business Essentials
Google Hangouts	Google	Up to 10 people	unlimited		
Hangouts Meet	Google	Up to 100 people <i>(250 people)*</i>	unlimited		G Suite (Basic)
Zoom	Zoom	Up to 100 people	Up to 40 minutes		
Zoom (paid)	Zoom	Up to 100 people <i>(1000 people)*</i>	unlimited		Pro

() - premium plans*

 Yes -  Unknown -  No

Applications for video conferencing

Application	Android version	iOS/ iPadOS version	Windows	Mac	WEB (browser) version
WhatsApp		iOS iPadOS			
Apple FaceTime					
Instagram		iOS iPadOS			
Facebook Messenger					
Skype					
Skype (paid)					
Google Hangouts					
Hangouts Meet (paid)					
Zoom					
Zoom (paid)					

Yes - Unknown - No

Applications for video conferencing

Application	Guest is required to login to participate	Guest invited through link	Share device screen (ex: slides, presentation)	Show text during conference (ex: meeting agenda)	Organize speaking order of guests
WhatsApp	✓	✗	✗	✗	✗
Apple FaceTime	✓	✗	✗	✗	✗
Instagram	✓	✗	✗	✗	✗
Facebook Messenger	✓	✗	✗	✗	✗
Skype	✓ in app ✗ with link	✓	✓	✓	○
Skype (paid)	✓ in app ✗ with link	✓	✓	✓	○
Google Hangouts	✗	✓	✓	✓	○
Hangouts Meet (paid)	✗	✓	✓	✓	○
Zoom	✗	✓	✓	✓	✓
Zoom (paid)	✗	✓	✓	✓	✓

 Yes -
  Unknown -
  No

Applications for video conferencing

MOST USED APPLICATIONS:

For up to **10 people** without time limit:



For up to **50 people** without time limit:



For up to **100 people** for up to 40 minutes:



For up to **100 people**; no time limit with paid subscription:



How to Begin a Video Conference



WhatsApp

- To call people in the same group chat, select the group conversation to open it, then tap on the phone icon in the top right corner.
- The names of the group members will appear at the bottom of your screen. **You may add up to 3 people** to the call (you will be the 4th). Then tap icon to begin.
- To call others **outside group chat**, tap on the person's conversation to open it. **Then tap on the video icon** in the top right corner of the screen.
- Begin your chat. You may add 2 other people to your video call (4 in total, which includes you) using the "+" icon located at the top right corner of your screen.



FaceTime

- Open the **FaceTime** app on your iPhone, iPad or Mac and tap on the name of the person you wish to call (the other person needs to be using an Apple device).
- After initiating the call, move the pointer (which has the effects, mute, flip and end features) from the bottom to the top of your screen. Below their name, you will find the **add person** option (a "+" icon).
- Repeat this step to add up to 31 people (you will be the 32nd).
- You can also opt to start a call from the Contacts app. Select your chosen contact from the list and then tap on the video icon  To add more people, follow the steps described above.

How to Begin a Video Conference



- On Instagram, **tap on the Direct Messages icon** (arrow) in the top right of the Home screen.
- **Tap the camera icon** on the top right of the screen.
- Select up to 5 people (you will be the 6th).



- You can use Facebook Messenger by tapping the icon in the top right corner of your Facebook Home page (on your smartphone, tablet or computer browser).
- **It is more practical, however, to make calls using its app** (to download it, tap the Messenger icon on the Facebook page or through your app store).
- Select the people in the group and tap the video icon;
- Keep in mind that during calls involving 6 or more people, the app will only show the person speaking.

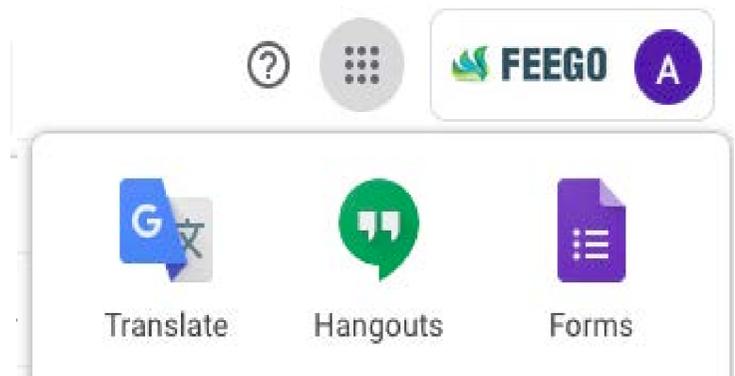


- Download the Zoom app from your app store (Google Play or Apple) or use link (<https://zoom.us/download>).
- **If you receive an invite, you won't need to sign up for the platform to join the meeting** you only need to add the "ID" (number) received in the invite.
- If you want to host a meeting and send invites, you will need to sign up for an account or log in using your Google or Facebook accounts.

How to Begin a Video Conference

Google Hangouts

- If you own a Gmail account you can find the **Hangouts** on the bottom left corner of the Homepage under Folders.



- You can also go to **hangouts.google.com**. The page has a 'cleaner' look, since your emails won't appear on the screen.
- You can also download the app for smartphone/tablet from your app store (Google Play or App Store).
- You can **search for your friends amongst your contacts** (people with whom you have exchanged email will be there automatically as well as the contacts on your Android) **You can also invite people.**
- Then you simply **click on the video icon** (on the computer).



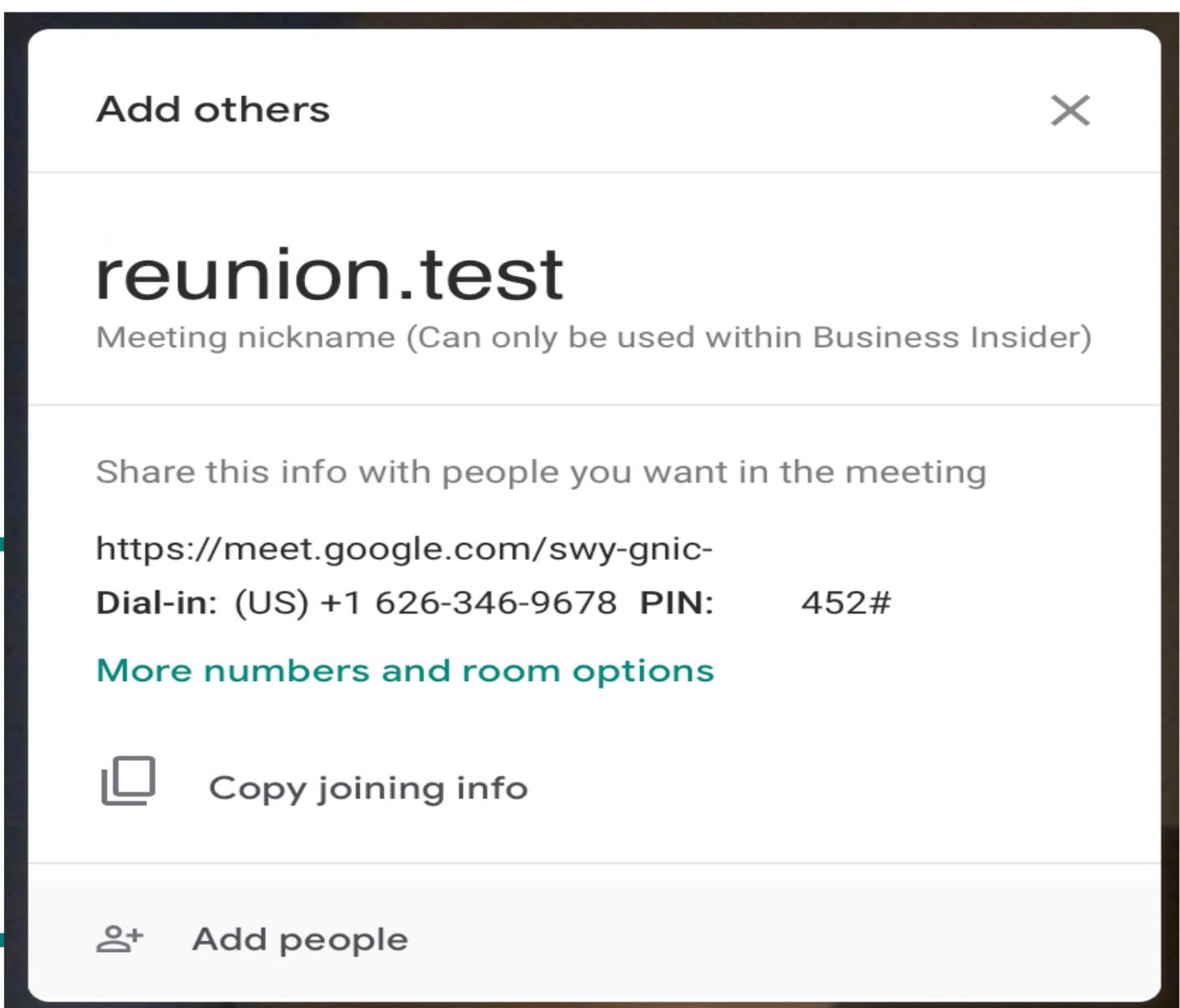
- Download Skype app to smartphone/tablet from your app store (Google Play or Apple) or on the computer @ (skype.com)
- Skype can be used directly in your browser. No computer download needed. (web.skype.com)
- Sign up for an account. **If you have a Microsoft account (such as @outlook.com, @msn.com, or if you own an Office package) then you already have a Skype account.** You only need to open the app and log in using the credentials from that specific account.
- Search for your friends using their Skype name or their email address. If you can't find them, then you can send them an invitation.

How to Begin a Video Conference



Google Meet

- If you own a **G Suite** account, on Gmail, for instance, you will find **Google Meet** on the bottom left corner of your Gmail Homepage, within the Folders.
- You can also go to **meet.google.com**. This has a 'cleaner' look because your emails do not appear on the screen.
- Upon entering the Google Meet application, select the option +**Participate / Start Meeting**, choose and add a title to your meeting and then enter.
- Tap on **Participate Now** and you will be sent to the video conference. A window will open and you may tap the last item + **Add people** and more people to the call ¹
- In the same window a **video conference link** will appear. You may share this link with others to invite them to join your meeting via email, WhatsApp, etc. ²



Video conferencing for the activities of Spiritist Centers

Useful Tips for Video Conferencing

"He must increase, but I must decrease."

John 3:30 (John the Baptist about Jesus)

During these days of social isolation, we need to be fully committed in order to keep our **Spiritist institutions active**, while continuing to increase our effort in **spreading the message of Spiritism**.

Below you will find **some useful tips** to conduct **on-line broadcasts** and **video conferences**.

- Always look for a well-lit spot, preferably with a neutral background, in order to prevent unnecessary distractions for your audiences.
- If at home when the meeting begins, remember to silence your phone, inform your family that you are not to be disturbed and take steps to prevent distracting pet noises.
- Always ensure that every participant that may appear on video is dressed appropriately.
- Whenever possible, use a headset. It eliminates outside noise, reduces feedback and makes the voice sound clearer. The headset that comes with your smartphone should suffice.
- Mute your microphone when not speaking. This prevents background noise from disturbing the meeting. Look for the mic icon  on your screen to disable and enable it as needed.

- Disabling the video reduces battery consumption and often improves the audio portion of the conference.
- It is important that institutions seek, whenever possible, to diversify their speakers. The differing styles, approaches and themes are important to keep the audience interested.
- The speakers may broadcast directly from their residence. However, it is important that the speaker identifies whether the talk is on behalf of the Spiritist Center or personal.
- When broadcasting on behalf of an institution, we recommend using the Institution official social network channel rather than a personal one.
- When using the social network of a Spiritist Institution, one should avoid providing personal information or requesting followers or likes for their personal page or WhatsApp groups.
- Whenever possible, provide book titles and reference tools that can be utilized by others for research and self study. More than ever, Spiritists need to stand on their own two feet and help everyone around them always.



FEEGO | 70 Years

Translated by:



UNITED STATES
SPIRITIST FEDERATION