

The following information was compiled in April 2020 and will be periodically reviewed for accuracy.

GoToMeeting Tips for Board Meetings with Executive Sessions

As the meeting organizer, sign in at [GoToMeeting.com](https://www.gotomeeting.com) and create and start meetings from GoToMeeting Hub.

Create a GoToMeeting for the board meeting date and time.

- When creating a meeting, make sure the “One-time meeting” option is selected.
- Reserve use of your Personal Meeting Room (PMR) or custom meeting rooms for meetings with trusted colleagues (i.e. not public meetings).
- Check the box on the “More” tab to require a meeting password.

Share the GoToMeeting invitation information with board members and the public.

- Change the invitation’s default password of `##meetingPassword` to one of your choosing.
- Note the invitation’s “join my meeting” information is for use by participants only. If you, as the organizer, use the participant information to connect, GoToMeeting will think you’re a participant and the meeting will not get started.

Suggested workflow for executive session

- After signing in to [GoToMeeting.com](https://www.gotomeeting.com), start the meeting. As the meeting starts, you will be prompted to set the meeting password, which should be the same as what you shared with your participants.
- When key staff join the meeting, make them “organizers” so they can help manage the other participants, as well as assist with operating the GoToMeeting.
- As other participants join the meeting, make sure everyone is clearly identified. People connecting over the Web will have the ability to set their name, but phone callers won’t, so you or the organizer(s) will want to rename those participants accordingly.
- Call the general meeting to order.
- When you go into executive session, some participants will need to be dismissed from the meeting. In preparation, let those participants know you’ll be in executive session for an approximate amount of time, and they’ll use the same meeting link to rejoin for the public portion of the meeting.
- When you are in executive session, lock the meeting. This will keep others from rejoining until executive session is over.
- When executive session has ended, unlock the meeting, and any attendees who have been waiting to join will be added to the meeting. Similarly, phone callers are put on hold when dialing in to a locked meeting, and will be kept on hold until the meeting is unlocked.