

# J&J Virtual Meeting Options

Choosing the right tool for your meeting

## Begin by identifying:

- How many attendees will you have - smaller groups or large groups of 50 or more?
- Who is attending the meeting - internal or external partners, executives, customers?
- How comfortable are you in understanding and using the available conferencing technology?

You have several options when deciding what Virtual Meeting / Conferencing Solution you use for each meeting. If you are unsure, refer to the information below, or visit [ITforMe](#) for detailed instructions on using Skype for Business, WebEx, or how to start a BT Managed Event Call.

### Standard Preferred Option



#### Skype For Business Virtual Meetings

##### Meetings For:

- Meetings up to 50 participants<sup>1</sup>
- Everyday internal and external<sup>2</sup> meetings
- Ideal for 95% of Virtual Meetings at J&J

##### Note:

You are encouraged to use Skype for Virtual Meetings whenever possible.

Skype is limited to a maximum of 200 total participants.

<sup>1</sup> We encourage hosts who are still developing their Skype skills to keep meetings below 50 participants.

Visit [ITforMe](#) to access Skype training manuals and familiarize yourself with the platform.

[Instructor led virtual training](#) on Skype is available. To register visit [ITforMe](#).

<sup>2</sup> [Screen sharing](#) for external partners requires Skype application download.

### Executive Option

#### BT MeetMe / Cisco WebEx Conferencing

##### Meetings For:

- Integrating with Global Connect Facilities
- Critical internal and external meetings



##### Note:

BT/WebEx is an alternative solution for hosting critical meetings and for specialized use cases.

BT/WebEx meetings are limited to a total of 200 participants.

Must request a WebEx exception and be enabled to use this tool (2 step process).

- To request exception for BT/WebEx please click this link for [Exception](#).
- To enable a BT/WebEx account please click this link to [Request](#).

### Event Option

#### BT Managed Event Calls

##### Meetings For:

- Executive / leadership meetings
- Full "white glove" meeting support
- Town halls
- Large meetings



##### Note:

This requires prior account creation.

The meeting must be scheduled at least 24 hours prior to the start of the event.

Use of this service incurs costs directly to the host.

Visit [J&J Conferencing](#) for more information

### Specialized Meeting Options

#### Adobe Connect

Ideal for training sessions where breakout rooms are required.



For more information about Adobe Connect, contact:  
[cardella@clarix.com](mailto:cardella@clarix.com) |  
585.899.5300 x 150

#### ON24

Ideal for external broadcasts to potential customers.



For more information about ON24, contact:  
[kevin.flatley@on24.com](mailto:kevin.flatley@on24.com) |  
978.409.2791

### Full Service Support Option

#### Arkadin

#### Healthcare Digital Engagement by arkadin

Collaborative video meetings requiring service and live support

Form more information about Arkadin, as well as who to contact:  
Visit the link [here](#)