

## **BlueJeans Events**

BlueJeans Events is a platform that can host large presentations and has the ability to stream meetings live. Our subscription currently supports events for up to 500 attendees. This is the best platform to use should you need the most control over the speakers and content as there are strict moderator controls. There will be three (3) different joining modes for an Attendee, Presenter or Moderator; each will have a unique join link and will have different capabilities.

- BlueJeans Events does not offer attendees the ability to interact in the session. Attendees will be in listen only mode, however, there will be an option to enter questions and participate in polling. Attendees may raise their hand to speak and the moderator would need to promote them to presenter mode should you want them to speak.
- Moderators and Presenters will need to download the BlueJeans Events app and join the meeting from the app for the best quality. The BlueJeans Meetings application will not work effectively for a BlueJeans Event.
- To ensure the best quality for attendees, the BlueJeans Events initiation link works best with the Google Chrome browser. Attendees are able to dial-in to listen-only mode.

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## **BlueJeans Meetings**

BlueJeans Meetings is a great tool for collaborations and interactive meetings. It has an enhanced gallery view (up to 25 attendees at one time) with HD video and Dolby voice to provide exceptional audio and visual clarity. Meetings can accommodate up to 200 people with our subscription and will have the ability for the moderator to divide attendees into breakout sessions. While there is less control over this platform, moderators have the ability to mute and even drop an attendee from the event. You can record your session, change your virtual background and use brainstorming tools like screen sharing, chat, annotation and digital whiteboard.

- Attendees are able to dial-in to listen-only mode.

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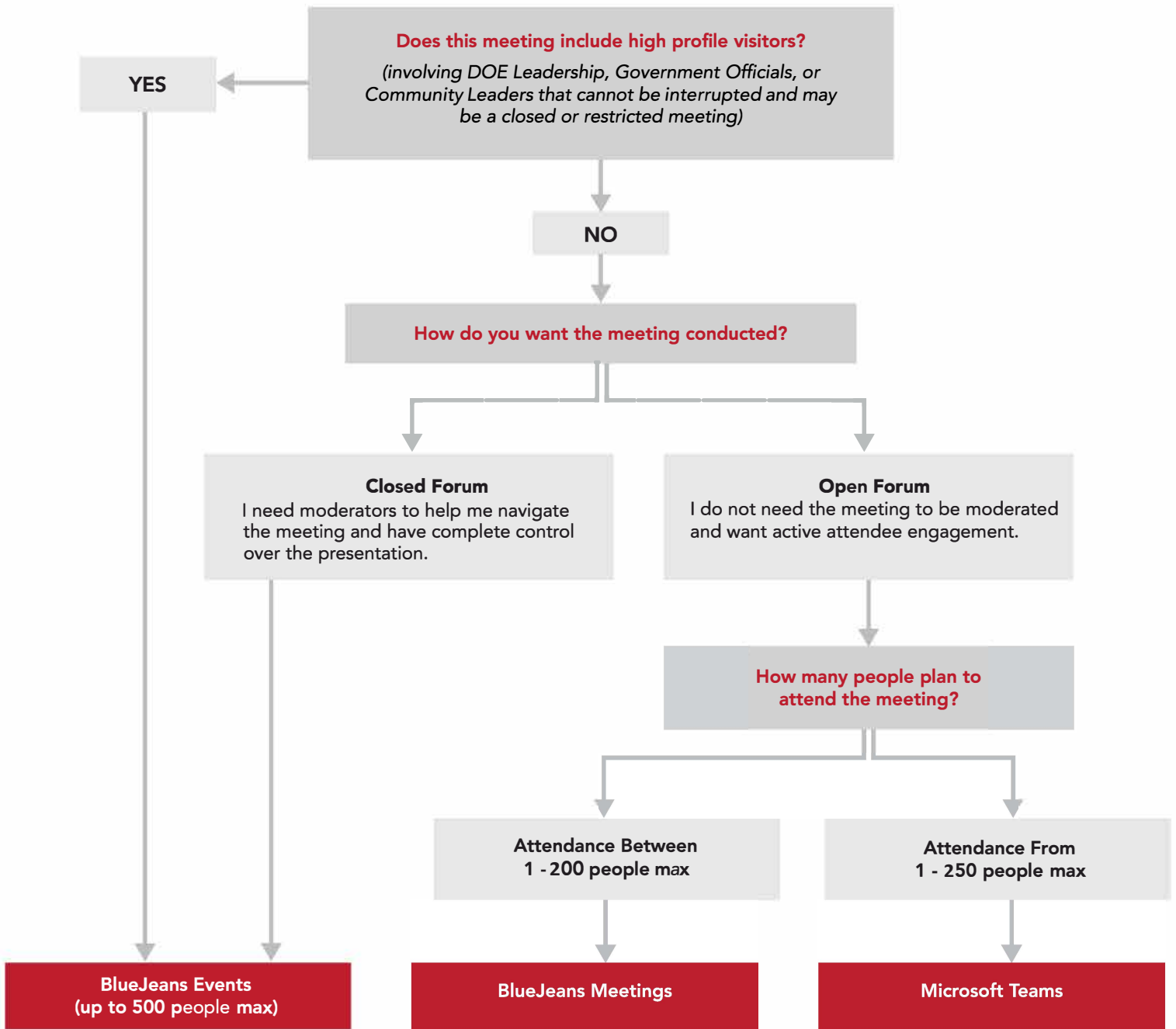
## **Microsoft Teams**

Teams is a great tool for managing internal meetings up to 250 people and to integrate notes and project management. Teams does work seamlessly for those that have a subscription but many of the defining features of this platform will not be available for those that do not have the subscription. As long as they have a Teams account, attendees will have screen sharing, chat, whiteboard, file sharing and breakout rooms. Additionally, you can manage projects within meetings and reference notes and attachments after the meeting has concluded. The creator of the meeting will have the option of who can join the meeting, to create breakout rooms, and designate who can share their screen.

- Teams provides an option of viewing modes including together mode, gallery, or large gallery mode. On Teams, you can change your virtual background. There are emoji options to allow expressions without interrupting the flow of thought, along with a raise hand feature.
- Teams will not allow for dial-in only participation.

# I AM PLANNING A VIRTUAL MEETING.

## What platform should I use?



### PLATFORM DETAILS

	Teams	BlueJeans Meetings	BlueJeans Events
Max Participants	250	200	500
Screen Sharing	Yes	Yes	Yes (for Moderators & Presenters only)
Chat	Yes	Yes	Yes
Whiteboard	Yes	Yes	No
File Sharing	Yes	No	No
Breakout Rooms	Yes	Yes	No