What are Live Calls?

Live Calls are live briefings that I conduct a few times each year, allowing you to tap into my knowledge. For example, I may attend a conference and share insights from this conference on a live call.

Live Calls are presented over the internet using features provided by Google Plus. Live Calls allow active participation from a limited number of users so we can learn together. Live Calls are free – there is no cost!

How do Live Calls work?

I will setup an event in advance of the live call. Invites are sent out to those who have signed up. On the scheduled day and time, I will initiate the live call using Google Hangouts. The Live Call will show up as a streaming conference call with video.

I will lead a discussion on a key topic. Since I realize everyone is busy, the discussion is limited to approximately 30 minutes with an open question and answer session afterwards. The total duration is limited to no longer than 60 minutes.

How can I participate in Live Calls?

The best way to participate is to follow me on Google Plus by joining the Live Calls circle. This puts you on the invite list. The link to my Google Plus page is: http://plus.google.com/+MattEvansDC

You can also participate by clicking on the live link which gets posted just before the call begins. This link is posted on my workshop / webinar page: www.exinfm.com/workshop.html
Even if you miss the call, you can still view it after the fact from my Google Plus page or YouTube page:
www.youtube.com/c/MattEvansDC

How can I check and see what live calls are scheduled?

Visit my workshop / webinar page at www.exinfm.com/workshop.html. Look under the section captioned Live Calls. Please note that this schedule is tentative and could change.

How can I make sure that I connect when a Live Call takes place?

Go to your Google Plus page and look for the bell shaped icon in the upper right part of the screen. If you were invited as an active participate, click on this icon to bring up the dialog box which allows you to Join Hangout. If this does not work, then go to my Google Plus page (http://plus.google.com/+MattEvansDC) and find the invite link – join a video call with Matt Evans, click on the Join Hangout.

I will also post a hot link to the call on my web site at www.exinfm.com/workshop.html approximately 15 minutes before the call starts.

What do I do after I join the Live Call?

If you are an active participate, mute your connection so others do not hear any background noise. Look above your head and find the microphone icon. Click on it to mute your connection – it is now red.
If you are not an active participate, you do not have to do anything. You can watch and listen.

If you decide you want to drop off the call, click on the phone headset icon and click on it to hang up.

---

**Some additional ground rules to consider:**

- Active participation in a call requires that you have your own Google Plus account
- Active participation is limited to 10 (including myself). Active participation is on a first come first serve basis. I try to activate each live call at least 15 minutes prior to the scheduled start time.
- If you want to submit a question during the call, use the Chat feature. The feature appears on the right side of the panel. This feature is limited to the active participants.
- Be courteous and respectful of others when participating on a live call
- Feel free to send me suggestions or comments about future live calls: matt@exinfm.com

See the next page for a better understanding of the screen and some of the features that will be active.
Here is a rundown of the complete Live Call screen:

1 – Chat is turned on so active participants can ask questions during the call
2 – Desktop sharing may be turned on so I can bring up a presentation during the call
3 – Question and Answer is turned on, allowing non-active participants to submit a question. However, questions cannot be answered until after the call. This will be sent out as a follow-up after the call.
4 – The call will be active as “Hangouts on Air” before the scheduled start time. This allows anyone to connect, including people who do not have a Google Plus account. I will hit the Start broadcast button on time. So you can connect prior to the call starting.
5 – I will capture a hot link to the call and post it on my web page prior to the call. So all you have to do is go to www.exinfm.com/workshop.html and click on the hot link. The You Tube link is embedded and the screen appears directly on the web page.