How to Organize a Virtual Conversation Table

Foreign Language Resource Collection · Spring 2020

The Foreign Language Resource Collection is grateful for your help organizing virtual conversation tables while the campuses are closed due to the coronavirus pandemic. You must use Google Hangouts to host these online events, using the flrc[language]@kennesaw.edu emails to receive requests to join and to send invitation links. Other video conferencing services (like Zoom) are either unsecure, difficult to use, or both. Zoom, in particular, is susceptible to hacking.

The Basics

Gear. First, you will need a webcam and a headset. The FLRC can provide those to you: please contact Patricia Tilbian.

Internet. Video chats can consume a lot of bandwidth. Please make sure that your home internet connection is strong. It’s best if you can connect your computer directly to the internet in your house instead of using WiFi, but if that’s not feasible, that’s okay.

Space. Make sure that you have a quiet and neat space, free from distractions and clutter. You are going to be representing the FLRC, our department, and Kennesaw State at large.

During your event

At least 5 minutes before your conversation table:
1) Open MS Office and log in to your language’s FLRC account
2) Make sure that notifications are on and that you have your sound on
3) Open a new tab and go to hangouts.google.com
4) Make sure that you are logged in with a Google account
5) Click on the “Video Call” icon

To invite people to the video call:
   a) Only accept requests from kennesaw.edu addresses; then you can either:
   b) Click on “Copy Link to Share” and email the link to student, or
   c) Enter the student’s email address or Google username

Advice for Successful Hangouts

Note that you do need a Google account to initiate a Hangout. For more information about Hangouts, check out this excellent video tutorial: youtu.be/Kkgdc92KMNQ

- Test your microphone and camera beforehand, both in the app and on your computer
- Look at the camera. Place the incoming video as close to your camera as possible
- Speak clearly and be patient
- To lessen background noise, encourage participants to mute their mics when not speaking.
- Mute the camera to help with a slow connection