Virtual Meeting Guidance for Local Governments and Political Subdivisions

Overview

To help support local governments and political subdivisions in the delivery of virtual public/open meetings, the Ohio Department of Administrative Services leveraged its' research and security resources to provide guidance that will assist in making informed decisions. Please note that the State of Ohio does not recommend any particular product or vendor, the information contained within this document is provided only to identify the various tools and possible considerations for selection.

Available State of Ohio Services - Cooperative Purchasing Program

The State of Ohio Cooperative Purchasing Program does allow local governments and public entities access to a variety of goods and services from participating State contracts. If an entity is interested in pursuing and acquiring goods and services from the State of Ohio Master Service Agreement Contract as it relates to Microsoft O365 subscription-based services, they will need to acquire their own pricing through an authorized Microsoft Reseller to procure licensing and support.

Virtual Public/Open Meeting Tools

Vendors / Capabilities				
	Product Name	**Maximum Attendee Count**	**Live Streaming**	**Support YouTube Live**
Microsoft	Skype for Business Teams	10,000 10,000	Yes	No
Cisco	Webex Meeting Webex Events	100,000 3,000	Yes Up to 40,000	No
LogMeIn	GoToMeeting	3,000	Yes	No
Amazon	Amazon Chime Pro	250	Yes	No
Google	Google Meet	250	Yes Up to 100,000	No
Adobe	Adobe Connect	1,500	Yes	No

Although the maximum attendee count for the above tools is limited to a large number, it far exceeds the actual number of participants at a similar public/open meeting.

Tools Not Recommended Due to Security Concerns

- **Zoom**: Zoom recently came under fire for its security and privacy practices. The FBI released the following guidance: https://www.us-cert.gov/ncas/current-activity/2020/04/02/fbi-releases-guidance-defending-against-vtc-hijacking-and-zoom
  Additional Information: https://citizenlab.ca/2020/04/move-fast-roll-your-own-crypto-a-quick-look-at-the-confidentiality-of-zoom-meetings/

- **Any free or non-business class tools**. These products are not properly vetted and could pose a risk to information security and privacy.

Questions regarding the findings in this document or regarding the use of virtual public/open meeting tools can be directed to the DAS Office of Enterprise IT Architecture and Policy at DAS.State.IT.Standards.Manager@das.ohio.gov.