Meeting Collaboration & Event Conferencing

U.S. House of Representatives
CAO
CHIEF ADMINISTRATIVE OFFICER

1. *I want to host a private meeting where all the attendees can be trusted to control their own microphone/video.*
   - **Microsoft Teams** (Preferred)**:** offers audio/video conferencing for up to 250 participants and is currently available at no additional cost.
   - **Cisco WebEx Meetings:*** offers audio/video conferencing for up to 1,000 meeting participants.
   - **Zoom Meetings:**** offers audio/video conferencing for up to 1,000 meeting participants.

   1a. *I need to invite guests from outside the House or who don't have this product.*
   - All three products have free mobile device and desktop computers apps, as well as, browser only apps.
   - All three products provide dial-in teleconference numbers to join the meeting by phone. Only **Microsoft Teams and Zoom Meetings** provide a "lobby" to screen guests before letting them in the meeting.

   1b. *I need to tightly control who can listen in on this meeting.*
   - All three products can limit meetings to just people with House accounts.
   - **WebEx and Zoom** Can require additional passwords to enter a meeting.
   - **Microsoft Teams and Zoom Meetings** provide a "lobby" to screen guests before letting them in the meeting.

2. *I want to host a public or private meeting where I can control who can speak or present.*
   - **Cisco WebEx Events** (Preferred)**:*** enables users to broadcast video/audio and share content for up to 3,000 meeting participants. The host has total control of who can speak or share content and when.
   - **Zoom Webinars:**** enables users to broadcast video/audio and share content for up to 10,000 meeting participants. The host has total control of who can speak or share content and when.

   Note: Inclusion of outside guests or controlling access to the meeting is same as above.

3. *I want to host a public event to mostly communicate information one-way with limited interaction from the public (e.g. townhall).*
   - **Microsoft Teams Live Events** (Preferred): enables users to broadcast video/audio and share content for up to 10,000 attendees for events like townhalls. Attendees can ask questions via text chat. Live Events is currently available at no additional cost.
   - **Cisco WebEx Events:*** enables users to broadcast video/audio and share content for up to 3,000 attendees for events like townhalls. Attendees can ask questions via text chat or voice/video (not recommended).
   - **Zoom Webinars:**** enables users to broadcast video/audio and share content for up to 10,000 attendees for events like townhalls. Attendees can ask questions via text chat or voice/video (not recommended).

* *CAO is currently exploring an enterprise license for WebEx and Zoom, until then, the products will need to be paid for out of personal office or committee funds.*

** *Due to reported privacy issues and security vulnerabilities with Zoom's commercial product, the CAO is reevaluating use of the FedRAMP version of Zoom.*