



WESTERN MICHIGAN UNIVERSITY

## **Definitions of Virtual Meetings and Remote Participation**

### **Virtual Meetings**

Meetings involving real-time interaction hosted over the Internet using integrated audio, video, and other digital tools, where participants do not share a physical location.

### **Remote Participation**

Simultaneous participation in a meeting which is being held in a physical location by someone who is not at the same location using integrated audio, video, and other digital tools over the Internet.