A Guide to Virtual Meetings

Compiled from:

Virtual Meetings A Best Practice Guide
Best Practices for Hosting a Digital Event
How To Run a Great Virtual Meeting
Best Practices: How to Hold a Virtual Meeting
# Table of Contents

**Getting Started** .................................................................................................................. 3
- Visual .................................................................................................................................. 3
- Audio .................................................................................................................................. 3
- Internet Speed ..................................................................................................................... 3

**Before the Meeting** ............................................................................................................. 4
- Invite .................................................................................................................................. 4
- Prepare Expectations .......................................................................................................... 4
- Trial Run ................................................................................................................................ 4

**During the Meeting** ............................................................................................................ 5
- Act Efficiently .................................................................................................................... 5
- Build Connections ............................................................................................................. 5
- Limit Distractions ............................................................................................................. 5
- Maintain Decorum ............................................................................................................ 6

**After the Meeting** ............................................................................................................... 6
Getting Started

Visual

- In settings, make sure your camera is enabled so that you can be seen during meetings.
  - If you are working off a desktop with no camera you can order a webcam from Amazon or other online stores.
- Pay attention to the lighting in the room, your image will be grainy if it is too dark.
  - Direct overhead lighting and backlighting, such as windows behind you, may cause too much light and make it hard to see your image.
- Having everyone at the meeting on video allows people to see facial expressions, body language, reactions, and emotions.

Audio

- Test your computer microphone to make sure it works.
- If you have a lot of background noise it is better to use a headset or earphones that have a microphone.

Internet Speed

- Good internet speed is essential for a quality connection.
- If there are many people in your house using the same internet connection, especially if they are streaming videos, it will slow down the internet speed.
- Close other apps or programs before joining the virtual meeting to allow for a quicker connection.
Before the Meeting

Invite

• Send out calendar and email invitations.
  o Send an additional invite one-hour before the meeting.
  o For safety, do not publicly share your meeting link and set a password for meeting access.
• Send any documents or files that will be shared at the meeting in advance.
  o If a meeting attendee has technical issues and can’t see your screen during the meeting, this allows them to follow along with the material.

Prepare Expectations

• Set and share a clear meeting title and agenda beforehand to allow people to prepare.
  o If multiple groups or individuals are presenting at the meeting assign them specific time frames in the agenda.
• Communicate what prework needs to be completed before the meeting. This allows attendees come to the meeting with preformulated thoughts and ideas.
  o Reports should be sent out beforehand instead of being read at the meeting. Only spend meeting time on it for comments or questions.
• Dress professionally, the video is on and professional wear sets the tone of the meeting.

Trial Run

• Do a practice virtual meeting with a coworker, friend, family member, etc. to test your
  o internet connection
  o audio and video strength
  o screen sharing capabilities
  o any other virtual tools that will be used in the meeting
During the Meeting

Act Efficiently

- Start the meeting at least five minutes early so people can join early to allow the meeting to start promptly.
- At the start of the meeting review how to:
  - Mute when not talking to minimize background noise
  - Share questions in the chat when someone is talking
  - Screen share
- Be aware of people joining from different time zones.
- Have a tech help member that attendees can contact during the meeting if their technology fails.

Build Connections

- Start the meeting with introductions/check-ins and small talk to build relationships. This will encourage open discussion during the meeting.
- The meeting host should verbally acknowledge everyone in the meeting and use each person’s name when talking to them.
- Plan opportunities during the meeting to engage all attendees such as online polls, the chat feature, on-line white boards, etc.
  - Encourage team problem solving.

Limit Distractions

- Act like it is an in-person meeting. Don’t leave your computer until the meeting is over.
- Stay engaged and do not multitask such as answering emails or calls. It is apparent if people are distracted/doing something else.
- To keep attendees engaged have everyone keep their videos on, call on people to share their ideas, and give people a role that rotates each meeting.
- If the meeting duration is long, build in breaks.
- Turn off all email, text, news, and other alerts and notifications.
Maintain Decorum

- Set meeting expectations to be followed such as attendees keeping their video on, maintaining an atmosphere of respect, etc.
- Assign someone in the meeting to be the enforcer. They are in charge of respectfully calling out distracting or inappropriate meeting behaviors.

After the Meeting

- Be sure to virtually leave the meeting before walking away from the computer.
- Email out meeting notes to make sure everyone is on the same page. Include a clear list of action items.
- Encourage feedback of the meeting. Ask attendees what they would have changed about the meeting, disagreed with, would challenge, or were concerned about.
  - This could also be done at the end of the meeting with a poll or round robin approach.