

Virtual Meeting Best Practices

1

Stick to meeting basics

As with any successful meeting, virtual meetings operate best when there is a clear agenda, ground rules, regular breaks and a formal set of next steps

2

Don't forget the small talk

Particularly during a global pandemic such as this, it is important to have some sort of "check-in" to make sure everyone is doing okay, you never know how someone may be affected

3

Assign a facilitator

Assigning a facilitator can be useful to help guide conversation, ensuring you stick to the agenda topics, as well as to help poll certain questions, ensuring all voices are heard. **Tip:** Assign someone who is familiar with the technology you are using to host

4

Turn taking

Think of this as a virtual "going around the table"; it can be difficult to get a conversation going when talking over each other leads to unfiltered noise. **Tip:** Zoom allows you to virtually "raise a hand"

5

Think about a pre-read

Sending a pre read helps to boost meeting efficiency. Being able to set the context, focus on a discussion point or come prepared with questions allows everyone to save time and get to the point quicker