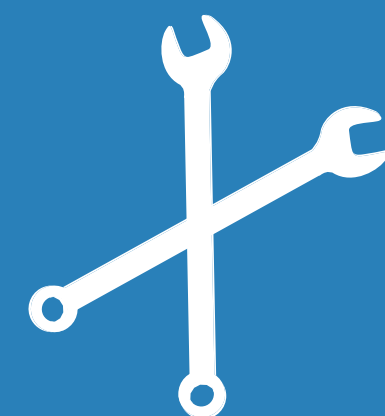


# VIRTUAL MEETINGS



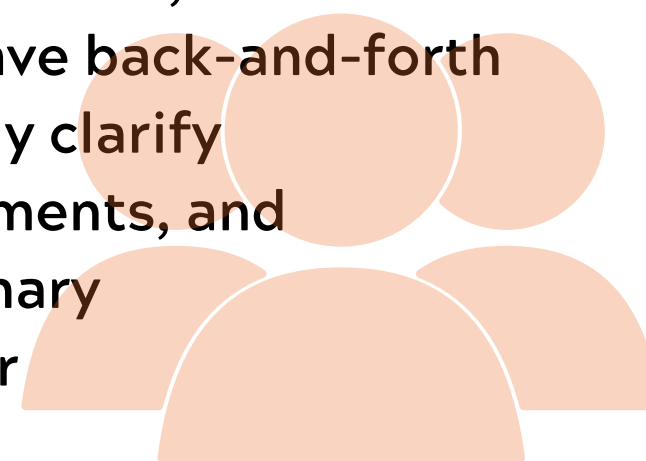
## AGENDA

Prepare and share the agenda well ahead of the meeting, and display it throughout. Creating a visual "focal point" for each agenda item can be helpful. Allow plenty of time on the agenda to share summaries, transitions and wrap-ups.



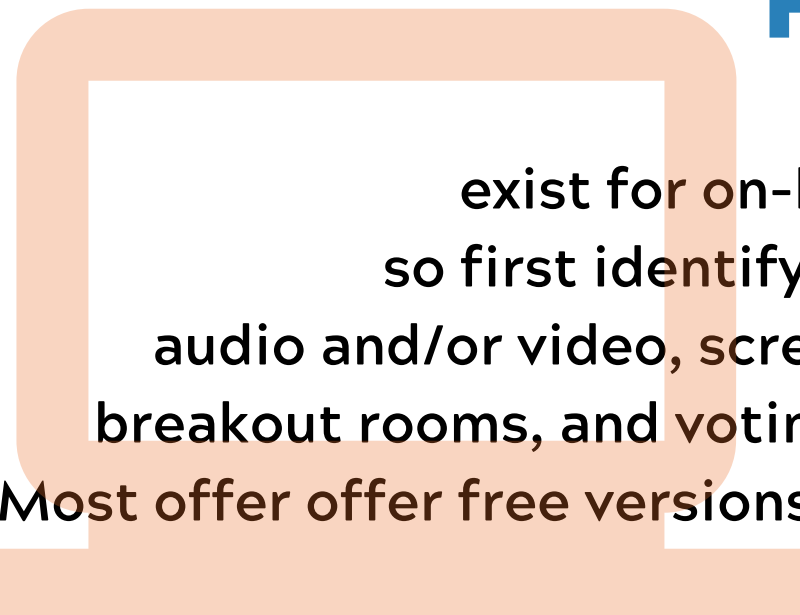
## PEOPLE

Build in time for introductions (names, locations) and ask speakers to identify themselves if using voice-only. Offer ample opportunity to ask questions, make comments, share visuals or documents, and have back-and-forth exchanges. Frequently clarify decisions and assignments, and communicate a summary via email shortly after the meeting ends.



## PLATFORM

Several great options exist for on-line meeting platforms, so first identify the features you need: audio and/or video, screen-sharing, group chat, breakout rooms, and voting are a few to consider. Most offer free versions or trial periods to test.



## TECH CHECK

Ensure all participants have downloaded and pre-installed the needed software and hardware (microphones, webcams, etc.). Set-up a "tech check" ahead of the meeting. Expect to start slow, allow a 15-minute pre-meeting "log-in time" before work begins, and do a walk-through and practice of the tech features as the meeting begins.

