

## Virtual meeting tips and tricks

### Improve attendance and engagement

- Notify the meeting requestor if you cannot attend
- Cancel or reschedule the meeting if key participants can't make it
- Be mindful of other scheduling conflict priorities
- Create a clear agenda that is available before the meeting
- Send out documents at least one day in advance for review
- Consider shorter meetings or add breaks into longer ones
- Utilize sub-groups to improve engagement
- Using the video feature can improve focus and engagement
- Offer whiteboards for action planning and exploring ideas
- If using a slide deck, consider doubling the slides to keep the meeting moving

### Virtual meeting etiquette

- Don't put yourself on hold
- Stay on mute when not speaking to reduce noise
- State your name before speaking
- Remain present and engaged
- Don't multi-task
- Be prepared for the meeting

### Facilitation tips

- Set ground rules
- Stick to the agenda- try assigning a timekeeper
- Record action items so everyone knows expectations after the meeting ends
- Encourage interaction throughout the whole meeting
- Try calling on people by name
- Keep the momentum going - don't spend too much time on one topic
- Use chat features for participants to ask questions, make comments, or propose ideas
- Offer polls or questionnaires to survey participants feelings about issues or ideas