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