TAKE 5
Virtual Meetings
Strategies to successfully facilitate virtual meetings and engage attendees

1. AUDIO IS KEY
   - Use USB headset, USB microphone/speaker, or earbuds with phone
   - Familiarize yourself with the mute and unmute options - for yourself and attendees - and use them
   - Be aware of background noise which could be distracting

2. VIDEO IS A HIGH PRIORITY*
   - Reinforce value of visual presence and non-verbal cues/eye contact
   - Consider lighting and backdrop
   - *Bandwidth issues may impact the use of video – be sure to post an image on your profile

3. PREPARE FOR SUCCESS
   - Send agenda with hyperlinks and required materials well in advance of the meeting
   - Identify roles: Facilitator, Chat Moderator, Note Taker, Screen Sharer
   - Create an opening slide with a visual/diagram of the virtual meeting features

4. ENGAGE PEOPLE
   - Welcome attendees by name verbally or through the chat
   - Conduct verbal check-in at start of meeting by asking an introductory question to prompt all to respond
   - Build in frequent opportunities for attendees to engage, and allow for ample time for attendees to mute and respond
   - Consider using virtual tools such as chat, whiteboard, poll, breakout rooms, and screen sharing

5. BE TRANSPARENT
   - Collaboratively create virtual meetings norms or netiquette
   - Role model these behaviors and remind new attendees of them
   - Verbally guide participants through the flow of the meeting and the action you take/expect them to take
   - Adhere to agenda timelines and conclude the meeting by confirming action items and next steps.

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