

## VIRTUAL MEETING TIPS FOR ORGANIZERS AND ATTENDEES

### 10 Tips for Effective Virtual Meeting for Organizers

1. Set up a secure meeting by providing a password to all participants in the meeting invitation.
2. Test your speakers, microphone, and webcam.
3. Encourage participants to arrive early and identify a host to welcome attendees.
4. Identify a team member to manage the virtual “waiting room” to allow participants to join.
5. Identify the appropriate technology support needed.
6. If using the chatroom feature, identify a team member to moderate the discussion and answer questions.
7. Encourage all participants to turn on their camera.
8. Remind participants to turn off their microphone, unless speaking.
9. Remind participants to turn off alerts and notifications if they are going to be screensharing.
10. Follow the agenda and set clear expectations for how the meeting will be conducted.

### 6 Tips for Effective Virtual Meeting Attendees

1. Announce yourself when you join and rejoin a meeting.
2. Mute your microphone unless you are speaking
3. Turn off your computer notifications and reduce background noise such as a television, radio, and cellphone if it isn't being used for the call.
4. When you speak, state your first name each time unless you are the only person who called in.
5. If you need to “leave” the meeting, inform everyone (a chat message may suffice).
6. Smile when you speak; it comes through in your voice.

» *To learn more about virtual meetings and electronic voting in community associations, purchase **Mastering Virtual Meetings and Electronic Voting** from CAI Press.*  
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