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.

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