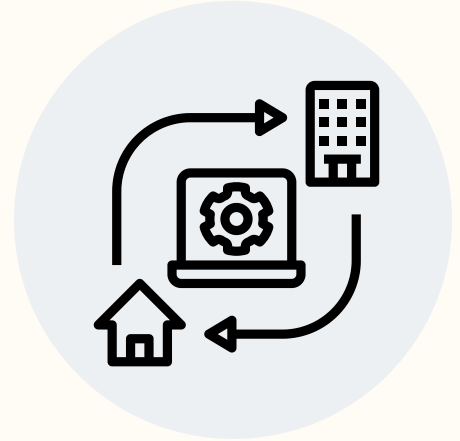# IMPROVE YOUR VIRTUAL MEETINGS

01

Adopt a "remote-first" mindset

Everyone signs on virtually, regardless of location. Beware of audio feedback. Ask for remote workers' feedback.

02

Greet everyone

Acknowledge all attendees. Make a collective effort to engage everyone. Invite only mandatory participants.

03

Monitor mute and chat

Someone off mute probably wants to say something. The moderator should nominate someone to monitor both mute and chat.

04

Invite cameras

Cameras humanize the meeting experience. However, not everyone will want to or be able to join on camera, so be sensitive. Still, gently invite all to participate with cameras on, even if only for introductions

05

Prioritize engagement

Channel your inner broadcaster. Get real-time feedback, use interactive visuals, whiteboards, screen share demonstrations, and infographics. Make the data come alive.