## Improve your virtual meetings

DEVELOP PROFESSIONAL MEETING DESIGNER HABITS





### Adopt a remotefirst mindset

#### Rethink your entire meeting structure

Decide whether a meeting is necessary

Consider posting asynchronous videos

Build and share the agenda prior to the meeting

Advertise with a video message

## Greet everyone

#### Acknowledge all attendees

Keep an eye out for those who are not online

Make sure all can hear and see

Ask participants for feedback





## Monitor mute and chat

The meeting moderator cannot simultaneously manage chat and mute. If a participant unmutes, she probably wants to say something.

#### Take questions as they come

For smaller, more intimate settings, take questions as they come. You don't have to wait until the end to discuss participants' concerns..

#### Take questions at the end

In larger, all-hands meetings, monitor and categorize the chat to avoid redundancy and to keep Q&A streamlined and organized.

#### Use more targeted questions

To be more inclusive, do not field questions addressed to "the room." Instead, ask those questions that specific participants can answer.





## Prioritize Engagement

Use includisve technology

#### Channel your inner broadcaster

Consider interactive whiteboards

Use infographics

Put data into context

Poll participants

Get real-time feedback

Set the stage

#### **Check these items**

Turn off overhead lights

Set camera at eye level

Avoid ceiling fans

Use front, not backlight

Use a green screen for virtual backgrounds

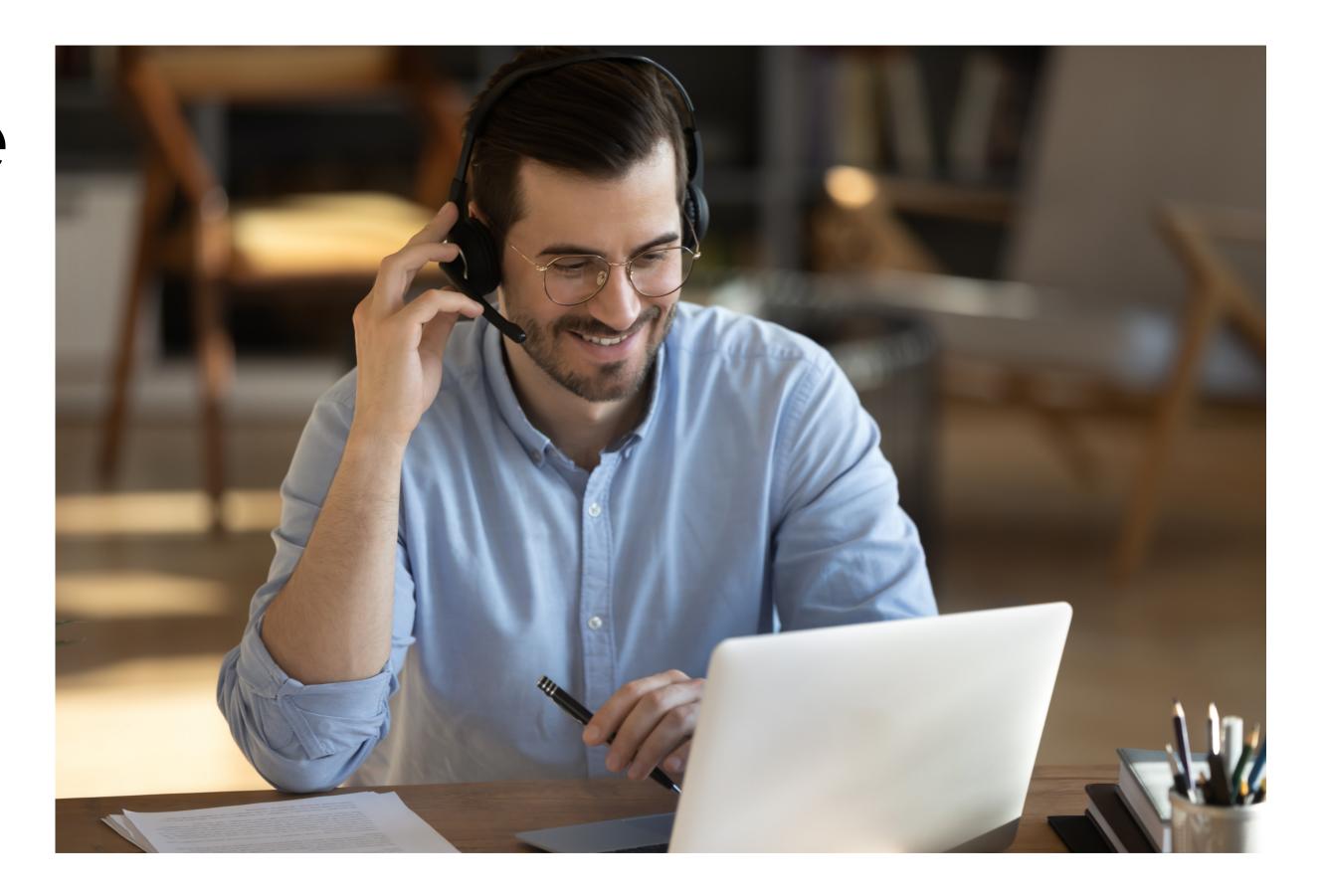


# Check your microphone

Eliminate background noise

Eliminate annoying feedback

Improve your listening experience





## Improve your virtual meetings

BECOME A PROFESSIONAL MEETING DESIGNER

