

Improve your virtual meetings

DEVELOP PROFESSIONAL MEETING DESIGNER HABITS



Adopt a remote-first 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.

Invite cameras





Prioritize Engagement

Use inclusive 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





Dress professionally

Improve your virtual meetings

BECOME A PROFESSIONAL MEETING DESIGNER

