Tips for Effective Online Meetings

- **Prepare & Send out Agenda in Advance**
  - People need adequate time to prepare
  - Set time limits for each topic

- **Eliminate Potential Distractions**
  - Turn off the TV or Radio, close your door
  - Avoid multi-tasking, focus on the meeting

- **Establish a Meeting Protocol**
  - Mute your microphone until called upon
  - Raise your virtual hand to get moderators attention

- **Assign Someone to Take Minutes**
  - Helps keep track of key discussion points
  - Provide copies for everyone afterwards

- **Go Slow and Steady**
  - Digital signals are sometimes delayed
  - This allows time for people to ask questions

- **Use Your PC or Laptop**
  - This makes it easier for participants to take notes
  - Adjust camera so your picture is centered on the screen

- **Look at the Camera, not the Screen when Talking**
  - People like to feel that you are looking them in the eye
  - Look professional--make sure your hair & clothing are neat

- **Make Certain Assignments are Clearly Articulated**
  - Give assignments to a specific person by name
  - Review all assignments at the end of the meeting