

tips for virtual meetings

As we move towards holding our gatherings virtually instead of in-person, we are all making adjustments and possibly getting used to new methods. Here are some top tips and recommended softwares for running a great virtual meeting.

test your technology in advance

Make sure you know how to use your chosen video conferencing software and check to see if your microphone and camera are working. Try setting up a mock meeting with someone else to test it out and make sure your actual meeting will run smoothly.

send an agenda in advance with instructions on how to join the meeting

Great meetings have an agenda to guide them. Send your agenda to the participants ahead of time so they know what to expect, and make sure to include instructions for how they can join remotely. Consult and share our [tips](#) on joining a Zoom meeting.

build in time to make personal connections

When you're meeting remotely, it can take a little more effort to develop a sense of community. Allow space for connection by building it into the agenda and asking participants how they are doing.

encourage use of video to make it more personal

Humans rely heavily on nonverbal communication. Seeing each other's faces can boost personal connections and make the meeting a better experience for everyone.

remind people to keep lines muted when they're not speaking

You'll have a much better meeting if each participant who isn't talking keeps their line muted. Otherwise, unmuted lines can be loud and distracting. Ask everyone at the beginning to find their mute button and use it. With some software, such as Zoom, meeting organizers can mute open lines at their discretion.

keep your hand on the "unmute" button

As the meeting organizer, you want to be ready to speak and respond to questions. Be prepared by keeping your mute/unmute button handy.

be patient as people adjust to technology

Many people are new to video conferencing. Be aware of their needs and give clear directions. We are in this together, and we want to bring everyone along!

resources

1. **Webinar** on how to organize remote meetings (RESULTS US)

2. Recommended software:

Zoom (zoom.us)

- Free for unlimited one-on-one video/audio meetings; for 3+ people you can hold a 40-minute meeting
- Pro account can be purchased month-to-month for unlimited meetings
- Works great on smart phones

Free Conference Calling (FreeConferenceCalling.com)

- Free
- Just for audio calls
- Lots of features; can be managed online

Skype (www.skype.com)

- Free to video chat with multiple people with internet connection
- Can add phone numbers, but people can't dial in for free
- Great for instant messaging
- Users have to have the app open

Google Hangout (hangouts.google.com)

- Free
- Good for video meetings
- No phone-in options for free accounts

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