

VIRTUAL MEETINGS FOR NOW-REMOTE WORKERS *Best Practices!*

For the Meeting Leader



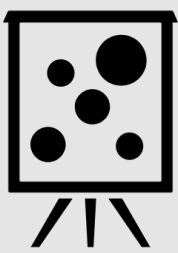
1 INCREASE LENGTH

Lengthen the virtual meeting by 10 to 15 percent. Use the extra time to create space for newcomers' platform learning curve and time to review the best practices for participation (below).



2 DESIGNATE SUPPORT

When assigning meeting members' roles be sure to include the role of technical assistant. This meeting member will be responsible for reaching out to participants who are having platform issues during the meeting (via email or backup number).



3 DISPLAY GUIDELINES

Visually display participants' best practices to increase adoption. Use the platform's whiteboard feature or chat panel if available. Position a printed chart of the guidelines in front of your video camera if platform tools are limited.

For all Participants



1 USE MUTE AND UNMUTE

Mute your phone line when not actively speaking. This dramatically cuts down on background noise in the meeting; microphones pick up many sounds, from papers shuffling to keyboards to office mates (even when they are pets or family members).



2 AVOID HOLD SETTING

Refrain from placing your phone on hold. When a line is placed on hold, meeting attendees hear that caller's hold music or outgoing recording. Treat remote meetings as in-person meetings...engage and don't take outside calls.



3 SHARE ANOTHER NUMBER

By providing an alternate number, the meeting's designated tech support member can contact you on another device if needed.

For more on effective meetings, check out **Don't Waste My Time: Expert Secrets for Meetings that Inspire, Engage, and Get Results**

