



Practical Considerations for Virtual Meetings

1. Look at your attendees! Instruct all presenters to make direct eye contact with their cameras. Suggest attendees do the same.
2. Assign someone as moderator. The moderator should not get too involved in the conversation, rather keep things moving.
3. Allow for silent time, especially after a presenter makes a point. 2-3 seconds is enough. This allows attendees to absorb the content.
4. Assign a timekeeper who steps in when things go too long.
5. Assign someone to coordinate the questions from attendees, either in a chat box or through some other means.
6. Use polls to warm people up. Throw in a funny one to see who's paying attention. "What should CEO Jones wear to the next costume party?" Show the answers in real time.
7. Rehearse, rehearse, rehearse.
8. Send login information and platforms/URLs a day or so in advance so everyone has time to try the virtual meeting software and test everything is working. Some require downloads so insist they try logging in ahead of time and test out their software and system compatibility. That way no one is scrambling at the last minute (no one who followed your directions, at least).
9. Use a wired internet connection if at all possible (not WiFi or Cell).
10. Close tabs or applications you don't need during the call; this can significantly improve video performance, especially on older computers.
11. Don't sit in front of a bright window with the camera facing you (ideally all light sources are placed **behind the camera**).
12. Create a video collage of all participants when there's a discussion going on.
13. Ask participants to identify themselves when they begin speaking. (Not everyone is able to see video or names, especially if screens freeze.)
14. Don't expect all your registrants to actually attend the event.

15. Keep meetings short. Watch this if you'd like to interject some humor: https://www.youtube.com/watch?time_continue=17&v=8mpr_7IPyFs&feature=emb_logo.
16. Sitting in a room for a 45-minute or hour-long presentation is one thing, but most won't do that with virtual events. So, consider offering breaks or even shortening to no more than 30-minutes live at a time. It might take more days than your live event, but people won't get as bored and it creates better learning.
17. Wear solid colors, not stripes or flashy designs. Avoid loud jewelry.
18. Check your background while on camera. ([Zoom offers virtual backgrounds.](#))
19. Put animals in a different place to avoid background barking, meowing, or other animal sounds.
20. Whatever your problem, there is likely an online tool that solves it — go find it!