

# CHECKLIST FOR SUCCESSFUL VIRTUAL MEETINGS

## ✓ BEFORE YOU START

- **Create a clean Meeting Environment**
  - Remove distractions.
  - Chose a neutral background.
  - If you can, go to a separate room.
- **If you are at Home**
  - Tell your family that you are in a meeting.
  - Put a sign up that your kids understand, too.
- **Use a Headset instead of a Mic on a Laptop or PC**
  - To guarantee an optimized Audio Quality.
- **Choose the right Tool**
  - Zoom, Skype, Google Hangout: select the tool fit for purpose.
- **Account for Download, Install- and Testing Time**
  - Test your audio and video settings.
  - Familiarize yourself with key functionality: video, audio, mute, screenshare.
- **Think of Alternatives**
  - Provide standard dial-in options via traditional conference call lines
- **For Meetings with more than 4 Participants**
  - Assign a moderator.
  - Providers such as Zoom allow participants to “raise a hand”
- **Focus**
  - Share basic rules for virtual meetings in advance.
  - Set and communicate clear goals and send an agenda in advance.

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## ✓ DURING VIRTUAL MEETINGS

- **Optimize your Bandwidth**
  - Ask participants to ONLY activate video during the first and the last two minutes.
- **Start with an Icebreaker**
  - Everybody gets to speak at the start, even if it is only a short «hello».
- **Optimize the Time**
  - Stick to 45 minutes, build in breaks, don't go over 90 minutes.
- **One at a Time**
  - Optimize participation and decision-making with the "one at a time" rule.
- **Use Online Feedback**
  - Use chat functionality. For larger meetings, have someone taking care of moderation.
  - Tip: Apps like *Poll Everywhere* create the possibility to generate on-demand feedback on specific topics in real-time.



**CLICK HERE**

Virtual Meeting Nightmare... been there, done that :) [Link](#)