



How to ensure successful virtual meetings

Virtual meetings require thoughtfulness and preparation in order to get the best output. We have collected our **best advice** for successful virtual meetings.

1 Prepare

Send meeting documents to the participants before the meeting.

Consider format and process beforehand and prepare ways to maintain the attention of the participants.

2 Help your audience

The fewer participants, the better – consider who should participate and for what purpose.

If the participants do not know each other very well, remember to ensure an introduction.

3 Define clear roles

Having both a facilitator and a person who is responsible for the technology will ensure that the facilitator can focus on conducting the meeting.

4 Ensure a good start

Join the virtual meeting ahead of time and write a welcome note to make it clear for the participants that they are entering the right place.

Check sound and picture with the participants – good sound is essential for a good virtual meeting.

Make it clear how you will handle questions and comments. Encourage the participants to state their names before commenting.

Prevent participants muting themselves unless they are in a noisy environment to avoid people ‘zoning out’.

5 Consider use of video

To make the participants feel that they are present in the same room, it is recommended to use video and make people turn on their cameras.

However, find a match between content and technology; video may not always be the right thing – different content requires different settings.

6 Engage the participants

Make sure to engage participants by asking for input and not making presentations for longer than 10 minutes.

Remember to clearly state exercises and show them on the screen so that the participants can read the instructions.

7 Think new

Take advantage of the digital opportunities by using tools like Kahoot or Poll Everywhere to engage the participants.

8 Both write and speak

Use chat features to let participants write down ideas and reflections during the meeting.

Have respect for the different participants – some need a pause for thought, which a short individual brainstorm session via the chat function can contribute to.

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