Getting the most out of virtual meetings

**Be Prepared**
Send the agenda, documents and links early to ensure everyone is ready to participate.

**Check your Technology**
Test your audio and video settings work as expected. Practice using platforms and programs.

**Lead with Purpose**
The purpose and size of the meeting should guide its structure.
Is it for disseminating information or for collaborating?
Is it small and manageable, or large and requiring moderation?
Can you run it by yourself, or do you need assistance?

**Virtual Meeting Etiquette**

1. **Take your turn**
   Use the mute button and only turn it off when speaking.

2. **Stay focused**
   Turn off the notifications on your computer and phone to avoid disruptions.

3. **Be present**
   Pay attention and avoid multitasking. Maintain eye contact by looking toward your camera.

4. **Be patient**
   Speak clearly and adjust your pace. Allow extra time for people to respond. Be aware of internet lag and screen freezes.

**Check your surroundings**
Check your camera angle. Minimise background clutter to reduce visual distractions. Consider using a virtual background. Be aware of ambient noise.

**Be targeted**
Keep meetings short and targeted. 20-30 mins is good to avoid fatigue.

**Schedule breaks**
Limit time spent in online meetings. Schedule regular breaks in between.

**Be kind**
Participants can attend from anywhere. Accommodate for different circumstances and individual situations. Expect the unexpected.

**After the Meeting**
Send a summary or share notes taken. Ensure actions agreed to by participants in the meeting are clear.