

## Top tips for online meetings

### 1. Be prepared

The number one tip for successful online meetings is to be prepared – even more so that you would need to be for face-to-face meetings.

Test your set-up beforehand to make sure you know how to use breakout rooms, display presentations and interact with participants.

#### **You need to have several people supporting the event**

The **chair**, or host, is in charge of the agenda, facilitates the meeting and gives clear instructions to participants about etiquette and how the meeting will run.

A **meeting support** person monitors the chat box, checks if participants wish to contribute and can act as an advocate, reading out questions or comments from participants who are not confident or comfortable taking part.

There should also be a **technical support** person whom participants can contact if they have any technical problems before or during the event.

#### **Send out information beforehand**

Including joining instructions and any materials for participants to look at in advance

- If you'll be holding a discussion, sharing the **questions** beforehand gives participants time to think about the topic and can help them to concentrate on what others are saying.
- **Photographs and short biographies** of the people taking part will help participants recognise others in the meeting and is especially useful if people have never met in person. Information about people's roles and why they are involved can make the meeting more welcoming for members of the public.
- Give **clear instructions** about how people can take part. Should they have their microphone muted? Should they have their video turned on or off – and is it ok for them not to use video if that makes them uncomfortable? Will there be a chat box for typing comments and questions? How can participants indicate that they wish to speak?

By describing how the meeting is going to work, participants can flag up any difficulties in advance and allow these to be addressed in time.

#### **Remind people about the meeting a day or two beforehand**

When people have to travel to a meeting, they tend to plan for it – but it is easy to forget an online meeting during the daily routine.

#### **Be careful about inadvertently sharing data**

Check the security settings are correct. Be aware that email addresses may be displayed in the participant list on some platforms. Do not share meeting details on social media. Advise participants to check what can be seen in the background on video calls.

Find more tips on our website: [www.hisengage.scot](http://www.hisengage.scot)