

Leading Virtual Meetings

Engaging meeting participants can be a challenge in any setting.
Consider these tips when leading a virtual meeting.

Before the Meeting



Test the Technology

Ensure video, audio, and desktop sharing work before the meeting begins; ask a tech-savvy person to help you



Determine Visual Content

Choose which Power Points, video streams, or other documents you will present



"Mute all"

If possible, ensure all participants are muted at the start



Plan for Participation

Identify engaging activities for face-to face and remote contributors

Start of Meeting



Take Roll Call

Do a sound and video check of everyone or key players



Review Participation Basics

Mute your phone when not speaking
Reduce background sounds
Identify yourself each time you speak
Speak clearly and near your system's microphone

In-Progress



Speak Up

Remind folks to adjust their volumes



Call on People

Ask direct questions; use "round robin"; check-in with the more silent contributors



Paraphrase

Repeat questions to ensure everyone is heard

Ending the Meeting



Say 'Goodbye'

Make sure everyone knows the meeting is ending



Close Technology

Stop sharing audio and visual