



Planning your next virtual meeting? Here's how to keep the conversation moving.

Remember: Virtual meetings require more, not less, planning than face-to-face meetings.

Tip: Create an agenda and distribute it to attendees a day before the meeting. The agenda gives attendees the opportunity to review the purpose of the meeting and keeps the group focused when the meeting is underway. The agenda should also remind attendees what time the meeting will start and end.

Remember: Face-to-face meetings give attendees the opportunity to greet each other; virtual meetings do not.

Tip: Moderators should take a few minutes before the meeting starts to introduce everyone involved in the meeting. Give each person's full name and briefly discuss their role in the meeting or project.

Remember: Technology can cause delays, especially if you don't know how to use it well.

Tip: If you regularly participate in virtual meetings, take a few minutes before the meeting starts to prepare for the technological aspect. Fellow attendees will appreciate a seamless meeting free from technology-related interruptions and distractions.

Remember: Virtual attendees may be in different time zones.

Tip: When scheduling a virtual meeting, be mindful of team members' schedules and other commitments. Look for a time that doesn't require team members to tune in too early or too late.

Remember: Everyone can hear what's going on in your environment.

Tip: Mute your phone if you multi-task during a virtual meeting. Anything from innocently checking email to eating your lunch can distract – and annoy – fellow attendees.

Remember: Everyone appreciates meetings that start and end on time.

Tip: Make punctuality a priority.