VIRTUAL MEETING BEST PRACTICES

1. ASK EVERYONE TO MUTE THEIR MICROPHONES-THE CARDINAL RULE OF VIRTUAL MEETINGS!

2. ENCOURAGE PARTICIPANTS TO SHARE THEIR CAMERA, ESPECIALLY IF THEY'LL BE SPEAKING. THIS WILL ENCOURAGE ENGAGEMENTS.

3. CONSIDER A HAND RAISING SYSTEM FOR LARGER GROUPS. SOME SYSTEMS, LIKE RINGCENTRAL AND ZOOM, HAVE BUILT IN HAND RAISING FUNCTIONS.

4. ENCOURAGE THE USE OF CHAT AND Q&A FUNCTION, ESPECIALLY WITH LARGER GROUPS. THAT WAY THEY CAN ASK QUESTIONS AMONG EACH OTHER WITHOUT DISRUPTING THE MEETING ITSELF.

5. FOLLOW UP WITH ATTENDEES AND NON-ATTENDEES ALIKE VIA EMAIL. CONSIDER RECORDING YOUR MEETINGS AND SENDING THAT WITH THE EMAIL, OR LINKING TO IT IN YOUR SITE.