ARRIVE

- 🔒 Set a password
- 🔗 Get a meeting URL
- Enable the waiting room
- 🔊 Control participant audio

6 STEPS TO GETTING STARTED

1 TURN ON CAMERAS
Ask everyone to turn on their camera if possible. Being able to see each other increases the feeling of connection and engagement but it is not a requirement for a productive meeting.

2 USE GALLERY VIEW
Ask people to switch to gallery view. Gallery view allows you to see everyone, not only the speaker. This can make you feel like you are part of a group and not only in a lecture.

3 ASK PEOPLE TO MUTE THEMSELVES
Ask people to remain on mute if they are not speaking. This will help to improve sound quality and reduce the likelihood of people talking over one another.

4 DEFINE THE RULES OF ENGAGEMENT
Lay down the ground rules. Tell people how to engage: simply unmute themselves? Raise their physical—or digital—hand? Write in the chat?

5 ENCOURAGE THE LISTING OF NAMES AND PRONOUNS
Increase inclusivity by asking everyone to use the name tool to list their preferred name and pronouns.

6 ACKNOWLEDGE IF YOU'RE RECORDING
Let people know if you are recording, how you plan to use the recording, and where they can access it.

CHECK-IN

It is important to give everyone the chance to engage during the meeting. Allowing people to participate in the meeting increases engagement and learning.

Virtual meeting strategies

- Set a virtual background
- Talk through the chat
- Use breakout rooms
- Encourage individual reflection or journaling
- Share screens
- Try whiteboards and polling
- Have everyone contribute to a shared document

How to get people talking

Use the "think, pair, share" approach

Go around the (virtual) room

Use the "popcorn" approach to call on people

...And More

CHECK-OUT

- Contextualize the meeting
- What are the next steps?
- Run an activity that summarizes outcomes
- Continue the conversation via email, social media, or other platforms

Develop meaning from your virtual meetings

Just as interaction during the meeting plays an important role in keeping people engaged, so does seeing products that developed from the meeting. Use these strategies to develop deliverables.