

## Virtual Meeting Do's and Don'ts<sup>1</sup>

(Full List 10/15/20)

Do's	Don'ts
BEFORE	BEFORE
✓ Have a tech training session or video instructions before big events	☒ Assume everyone already knows how Zoom functions work
✓ Have a back up plan in case platform crashes or there are bandwidth issues	☒ Panic if platform crashes, have a plan
✓ Eliminate distractions	☒ Make it about the technology
✓ Pay attention to your physical space, background, and lighting so it is appealing	☒ Turn off video, unless bandwidth issues exist
✓ Find tech helper/host to help manage functions, participants	☒ Try to do everything on your own, especially for an important, complex event
✓ Create agenda that allows host/facilitator to take mental breaks (e.g. use breakout rooms, videos)	☒ Stack the agenda with presentations
✓ Make sure calendar invites link directly to platform access information and test it's correct	☒ Assume meeting links are correct. It's easy to have multiple, conflicting links
DURING	DURING
✓ Open meeting 10 minutes early and provide introductory question in CHAT	☒ Spend more than 90 minutes before taking break
✓ Allow for pets, kids, and life, unless it's too distracting	☒ Shun people about having technology problems. Make it safe and easy to solve issues
✓ Take time before to review purpose and outcomes	☒ Rush into the meeting late from another event
✓ Ask people to say their name before speaking	☒ Allow people to participate without displaying their name
✓ Have a method for recognizing speakers, turn taking	☒ Fill every silence
✓ Create <i>ground rules</i> for recurring or longer events	☒ Just let people talk over one another
✓ Build in time for personal connections/networking	☒ Start the meeting cold by launching into the task unless absolutely necessary
✓ Use visual and verbal instructions (e.g. CHAT )	☒ Leave visuals constantly on screen (e.g. PowerPoint)
✓ Get people up and moving! Remind people to breathe	☒ Duplicate in person meetings
✓ Practice <b>ABCG</b> - Awareness, Breathe, Center, Ground and invite group to do throughout event	☒ Get stuck in worry, dread, or fatigue
✓ Call people into the conversation using engagement tools like CHAT, polls, and breakouts	☒ Heavily rely on one way <i>'talking at'</i> participants
✓ Cover difficult and important topics in the middle of the meeting to ensure they receive maximum focus	☒ Leave most important topics until LAST

<sup>1</sup> *Do's and Don'ts* are distilled from articles, studies, and a collaborative effort of over 100 people during virtual two day "[Group Power](#)" workshops from April to September 2020.