

## Effective Virtual Meetings – top tips for success

It is possible to run a highly effective meeting or workshop online and achieve the same outcomes as being in the same room. Many elements are the same as a face to face meeting, with a few extra golden rules to remember.

### PLANNING A VIRTUAL MEETING



Accommodate and be respectful of different **time zones**.



**Include more breaks.** Take a **5 or 10 minute break** every **30 minutes**, it's harder to maintain attention when working virtually.



**Go 100% virtual.** Make sure everyone connects virtually from their own laptop to create a level playing field for all participants.



**Make video mandatory.** Seeing accounts for **55% of effective communication**. Connecting by video is a key component of elevating a conference call into an online meeting. It also reduces the temptation for people to multi-task.

### CONDUCTING A VIRTUAL MEETING



**Set clear purpose** and objectives.



**Expect technology glitches** – almost every meeting will have one or more. Don't let them distract or dishearten, maybe even joke about expecting them.



Allow time for people to **introduce themselves** so that everyone knows who is at the meeting. Even if you meet every week, it's important to do introductions each time you meet.



Give everyone a **chance to contribute** to each topic. It's more difficult to engage remotely, so make sure that everyone has an opportunity to contribute, especially the quieter participants.



Allow time for participants to **connect and chat**. Initial socialising is an important part of connecting, whether face to face or online.



Ask people to **mute** during presentations so that everyone can hear the presenter speak.



**Deliver a strong close.** Communicate action items and next steps at the end of the meeting and circulate to all participants soon afterwards.

*Some ideas to shake it up!*

Get interactive and create opportunities for creativity and more connection.

- Check with your on-line meeting provider for what interactive tools participants can use.
- Consider integrating whiteboarding and mobile phone interactive apps.
- Infuse your meeting with a bit of fun – use images, film poetry or music to spark ideas.

## A sample agenda

<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Time to connect</li> <li>• Introductions</li> <li>• Purpose, objectives and agenda</li> </ul>	10-15 minutes	Do this for every meeting, even if you meet every week
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<b>First agenda item</b>	<ul style="list-style-type: none"> <li>• Topic to present</li> </ul>	15-20 minutes	Screen sharing/ white boarding by presenter. Mute on for everyone else
	<ul style="list-style-type: none"> <li>• Round table discussion</li> </ul>	10-15 minutes	Mute off. Encourage everyone to contribute
	<ul style="list-style-type: none"> <li>• Summarise actions and next steps</li> </ul>	5-10 minutes	Screen sharing by summariser. Mute off
	<ul style="list-style-type: none"> <li>• Take a break</li> </ul>	5-10 minutes	Grab a coffee, stretch your legs, come back ready to start again!

<b>Second agenda item</b>	<ul style="list-style-type: none"> <li>• Repeat as above</li> </ul>		
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<b>Wrap up</b>	<ul style="list-style-type: none"> <li>• Summarise actions and next steps</li> <li>• Thank and close</li> </ul>	10 minutes	Allow time for goodbyes
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*If we can help you, please get in touch!*

At Insocius, we all work remotely, and we've been running effective **virtual meetings** for the past **10 years**. Using an expert facilitator to support you can elevate your **role as the leader**, giving you the opportunity to guide **strategic thinking** and **content**. We can support you with meeting **design, agenda creation** and **facilitation** to ensure smooth **meeting flow** and prompt **follow up**.

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