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Virtual Meeting Planning Tips

- Include preparation time for the facilitators in their meeting invites (ie. Start the meeting invite 30 – 60 minutes prior to the time they will present.)
- Larger rooms allow for bigger displays for the presenters to look at, white boards or flip charts where the team can keep track of time or make notes, and keep the room from heating up quickly. This also allows for more people to observe live.
- To accommodate training, we recommend a high-top table for the presenter if standing, or a table with chair if seated.
- Laptops are the preferred method for participation, especially when tablets will be referenced by participants individually.
- It is recommended to request Facilities to lower the temperature in the room prior to the sessions.
- Prior to the session, contact your IT Department to provide a solid, fast Internet connection. A wired connection is preferred if allowed.
- Provide an agenda with a schedule of sessions and presenters for the team presenting. Make multiple copies for reference and post it in the room. This should include session name, presenter name, session start time, session end time, and session length, as well as a note section.
- Have a clock visible to all in the room.
- Provide an agenda for the participants for each session in advance so participants know what is coming and don't ask too many questions about what will be covered.
- For each session, have a dedicated person responsible for reviewing questions. This role will answer questions in the chat pod. Also have a plan for handling questions and raised hands based on the presenter's style. For example, determine if the presenter prefers to be interrupted when a question pops up, or to handle all questions at the end.
- Whenever a small group is being trained, it is HIGHLY recommended to require the participants to turn on their webcams.
- It is helpful to have breaks between sessions, with an extended lunch break, to make changes if necessary.

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Virtual Meeting
Presenter Best Practices and Tips

- Always review your facilitator guide at least one week before your presentation and review again the day before. If your training is utilizing a green screen, please feel free to offer green screen image suggestions where appropriate. If you have any suggestions or changes, please submit them to your meeting coordinator at least 48 business-day hours prior to the session.
- Give an agenda at the start of your session so participants know what is coming and won't ask too many questions related to what will be covered.
- If your meeting is using a green screen, do not wear any green the day of your presentation.
- You will most likely be standing during your presentation, so wear comfortable shoes. They will not be seen on camera.
- Bring drinking water for your presentation. (A closed lid with straw is recommended).
- Please turn off the ringer on your cell phone prior to presenting.
- If possible, have someone (who is not a presenter) available and designated to answer questions from the chat.
- Let the producer know how you'd like to handle questions (be interrupted at natural breaks, or handle all questions at the end.)
- Follow the facilitator guide where possible.
- Please look at the camera instead of the phone when you speak.
- To engage participants, open with something like "So you learned in the tech check how to interact by showing a green check mark or red x. Just to be sure you're all comfortable with that functionality, please place a green check if you've got great weather where you are or a red "x" if the weather leaves some to be desired!"
- During delivery of your presentation, take breaks to check in with the participants. With your advanced permission, the producer may remove your deck from screen and put only your webcam and chat pod on the screen to remind you to do so.
- Ask participants for a green check or a red "x" to agree or disagree throughout the presentation.
- You can also ask participants to type "shout out" answers into a chat pod.
- Other tools can be implemented including using a pointer, drawing, mapping, polls, and emoticons.
- Reminder to identify acronyms so participants know what abbreviations mean.
- If another presenter chimes in, that may be a good time to check the chat pod for questions.
- If applicable, it is always nice to welcome new hires to the company, and congratulate them on their new role!