

Checklist 8 Transform Virtual Meetings

Apply these **8 tips** to engage and empower meeting participants in the virtual environment.

Tips for Planning

Before your meeting...

- 1 **Distribute relevant information prior to the meeting**– including the meeting objectives, agenda, specified time zones of start/end times, and ground rules.
- 2 **Limit agenda items** so that the entire call can be completed in two hours or less. If necessary, break the meeting into several calls.
- 3 **Ask participants to submit preliminary input and ideas before the meeting.**
- 4 **Request for multiple people at the same location to assemble together** in a conference room or other suitable office/environment.
- 5 **Create a list that shows the name and location of each person** expected in the meeting.

Tips for Starting

At the start of your meeting...

- 6 **Conduct a roll call.** Ask each person to state his/her name and location.
- 7 **Inform-excite-empower-involve** in your opening words:
 - *Inform participants of the meeting purpose.*
 - *Excite them about their participation by explaining the benefits.*
 - *Empower them by letting them know the authority they've been given.*
 - *Involve them by asking a Type B question that engages them.*
- 8 **Add any specific ground rules** to assist with “remote meeting etiquette,” such as the following:
 - *Announce yourself when joining or leaving the meeting.*
 - *Always identify yourself before speaking.*
 - *Avoid using the “hold” button.*

We will be sharing more tips with you in the coming weeks.

To learn the complete techniques and tools for virtual facilitation, take one of our Facilitating Virtual Meetings courses. Click here to see which course is right for you.