Conducting Online Meetings

Review these guidelines for tips on hosting successful online meetings.

1. Do a technology check before the meeting to ensure equipment/internet is working properly. Always have at least one person on standby to “host” if something goes wrong.
2. Make sure you have an agenda for the meeting shared ahead of time or visible during the meeting. It keeps everyone on track.
3. Set the parameters for the meeting with your members ahead of time. Should screens be on or off? How will the meeting flow? How will you field questions, comments, etc?
4. Arrive 10-15 minutes early to ensure technology is working properly and everyone understands their role(s) in the event.
5. Make sure you look presentable. This includes attire and what can be seen on the screen behind or around them (posters hanging up, tv screens, etc.)
6. If you use a virtual background, make sure it is appropriate and clean to the eye. Busy backgrounds can be distracting.
7. Ensure that anything visual on your screen has no inappropriate language, gestures or otherwise lewd or inappropriate messaging.
8. Consider how you will host the meeting should a visually impaired student want to attend. Consider how you will host the meeting should a hearing impaired student want to attend.
9. If you do not need to speak, MUTE your microphone. You should keep it muted until you need to speak and then mute again to help minimize distractions and mic feedback.
10. If you are to show your screen during the meeting, stay visible as much as possible. Don’t leave or turn your video on and off as it is distracting to other participants.