ARRIVE

1. Set a password
2. Enable the waiting room
3. Get a meeting URL
4. Control participant audio

CHECK-IN

6 STEPS TO GETTING STARTED

1. TURN ON CAMERAS
   Ask everyone to turn on their camera if possible. Seeing each other increases the feeling of connection and engagement but it is not a requirement for a productive meeting.

2. USE GALLERY VIEW
   Ask people to switch to gallery view. Gallery view allows you to see everyone, not just the speaker. This can make you feel like you are part of a group and not only in a lecture.

3. ASK PEOPLE TO MUTE THEMSELVES
   Ask people to remain on mute if they are not speaking. This will help to improve sound quality and reduce the likelihood of people talking over one another.

4. DEFINE THE RULES OF ENGAGEMENT
   Lay down the ground rules. Tell people how to engage; simply unmute themselves? Raise their physical—or digital—hand? Write in the chat?

5. ENCOURAGE THE LISTING OF NAMES AND PRONOUNS
   Increase inclusivity by asking everyone to use the name tool to list their preferred name and pronouns.

6. ACKNOWLEDGE IF YOU’RE RECORDING
   Let people know if you are recording, how you plan to use the recording, and where they can access it.

CHECK-OUT

It is important to give everyone the chance to engage during the meeting. Allowing people to participate in the meeting increases engagement and learning.

Virtual meeting strategies

- Set a virtual background
- Talk through the chat
- Use breakout rooms
- Encourage individual reflection or journaling
- Share screens
- Try whiteboards and polling
- Have everyone contribute to a shared document

How to get people talking

- Use the “think, pair, share” approach
- Go around the (virtual) room
- Use the “popcorn” approach to call on people

...And More

Contextualize the meeting

Run an activity that summarizes outcomes

What are the next steps?

Continue the conversation via email, social media, or other platforms

Develop meaning from your virtual meetings

Just as interaction during the meeting plays an important role in keeping people engaged, so does seeing products that developed from the meeting. Use these strategies to develop deliverables.