

# TEN TOP TIPS:

## Effective online meetings

### 1 EMBRACE VIDEO CALLING

Being present and seeing each other is an important part of keeping connected. Don't hide away or do other work during the meeting.

### 2 USE HEADSETS OR EARPHONES

This will give better sound quality. Speak directly into the mic and remember to mute it when not speaking to limit background noise.

### 3 SPEAK CLEARLY AND STEADILY

This will help ensure everyone can understand you. And try to modulate your voice, to keep people interested and engaged.

### 4 ESTABLISH ETIQUETTE GUIDELINES

Agree a system to give everyone a voice. Arrange 'hands up' signals to agree who speaks next and use chat functions to allow everyone to contribute.

### 5 REPEAT THE QUESTION

The chair or presenter should repeat questions they ask to ensure all participants are aware of the original question. Repeating the question in writing within a chat box could provide additional clarity.

### 6 USE NAMES AND GIVE CONTEXT

When responding to chat comments, repeat the relevant remarks and make clear who you're responding to. Don't just say 'yes, Jane that's right' - others may not have seen Jane's comment and it won't make sense to them.

### 7 KEEP SLIDES SIMPLE

Keep to a single thought per slide to help participants understand and focus on what's being discussed. It's better to have more slides with fewer things on them.

### 8 KEEP SLIDES VISUAL

Your participants may be joining from a mobile device and wordy slides will be tough to read. Anchor your presentation on relevant, image-based slides.

### 9 ENGAGE PARTICIPANTS REGULARLY

It's hard to simply listen online for a long time. Invite participants to give comments or ask questions, and use tools like chat or polls.

### 10 BE EXPLICIT ABOUT ACTIONS AND SUMMARISE

Spell out clearly any actions that need to be taken and by whom. Summarise meeting takeaways and circulate notes promptly.