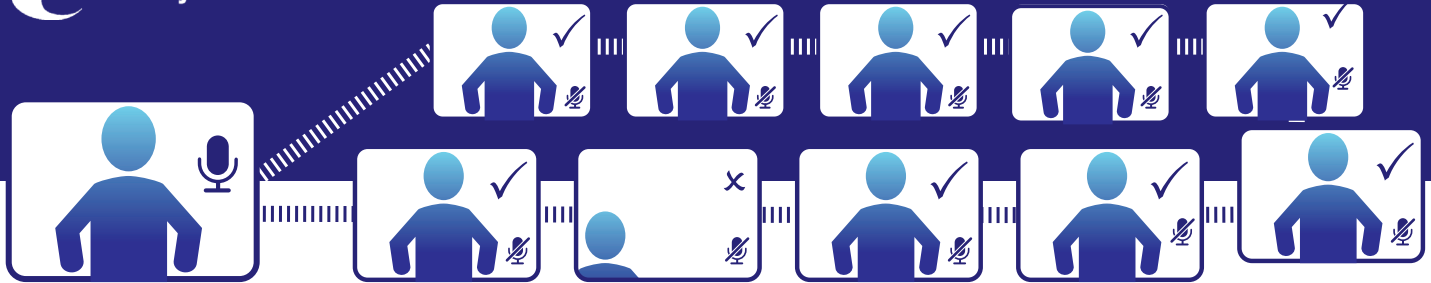# Best Practice tips for Virtual Meetings

Chairing a Virtual Meeting

- Send all relevant papers ahead of time including clear Agenda
- If using security features such as passwords, distribute in a controlled manner and never on social media
- View attendance list, allow a little time at beginning to ensure successful connections
- Verify connectivity, check all have audio and video
- Seek permission from all participants beforehand if you intend to use any recording functionality
- Remind attendees of best practice
  - Mute unless speaking
  - Add video only when speaking as it can affect bandwidth
  - Make a point by 'raise hand' or use any chat area to alert Chair
- Address participants by name
- Monitor any meeting messages throughout
- Summarise where necessary any action items
- Provide a definite conclusion to the meeting
- Reach out to those who were absent
- Ensure notes/actions are sent promptly

All attendees should

- Respond to meeting notices promptly
- Test any equipment needed or links provided in advance
- Have back up plan including technical support contact details at hand
- Be punctual, connect promptly
- Adjust your camera so your self view is appropriately framed
- Closing curtains/blinds in your room may improve visual quality
- Familiarise yourself with the meeting tools
  - Mute button
  - Raise hand or conversation area
  - Content sharing
- Ensure mute selected when not in conversation
- Limit background noise
- With a large group of attendees, state your name before speaking to identify yourself to others.
- Avoid multi-tasking during meeting
- Try not to move around when speaking