



Virtual Meeting Guide 2020



Which face best represents your
experience of virtual meetings....
.....be honest?



Attending prolonged virtual meetings
CAN sometimes be a draining experience
and this guide provides a
few simple tips to improve the
experience from


this...



to...



No1 PREPARE for your Virtual meeting



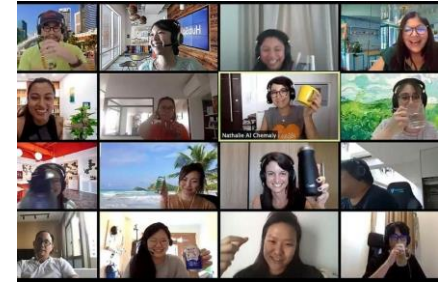
Running a virtual meeting in the same way as a face to face session will mean you're very unlikely to gain the best engagement from your attendees and ultimately risk not getting your desired outcome !



- The science tells us that session should last **90mins** max
- Include plenty of breaks ideally every 45mins
- When dealing with big topics slice into smaller chunks of time



- The pace of session needs faster than face to face
- Condense content / subject matter to the key messages
- Issue advance reading when detailed understanding is required



- After just **4mins** we are prone to disengage and seek distractions
- Use software interactive tools and open questions every 5-6mins to simulate attendee engagement

No2 PREPARE your Attendee's



Your preparation should include providing your attendees details of how you would like them to engage in the session and a reminder of how to maximise their WIFI bandwidth



- Make it clear if you want attendees to enter the meeting on mute
- You may be able to mute all attendees have the options within the meeting controls
- If your attendees are on mute make it clear how they can connect with you if needed



- Consider using the Chat Box to allow your attendees to provide thoughts or ask questions if they're on mute
- Make sure you reference (call out) any comments posted



- To maximise your WIFI bandwidth connection switch off any connected items (e.g. emails , TV , mobile phone an game devises) that don't need to be used for the duration of your meeting

No3

ENGAGE , Engage , Engage



During a face to face meeting you can SEE the level of engagement of your attendees and adjust your approach when needed. In a virtual meeting you will need to work smarter using the numerous interactive tools at your disposal to maintain engagement for ALL attendees

Open Questions

Polls

White - Board

Chat Box

Webcam

No4 CREATE visually

stimulating content

Slides with large amounts of text content can / will lead your attendees to engage with any level of distractions in their surrounding environment and not your topic !



Too much text in slides

- If you *actually* want people to listen to you while you talk, limit the amount of text you put in your bullet points. People are always going to try and attempt to read what you show them, but they'll be doing so while you're talking, which means they probably won't process what they're reading, and certainly not what they're hearing.
- Red text on a blue background or vice versa may sound pretty stupid, but what's more stupid is how commonly used this color scheme is. It literally makes the presentation look like it's vibrating. Other mistakes include text and backgrounds too similar in contrast, like grey and white, or black and grey. There's also a pretty misguided trend of using black backgrounds with white text. While contrast is normally good, in a darkened room, for those with poor vision (like me) the white of the text will often look blow out and look blurry. Black text on a white background, or something with similar contrast will usually work the best most of the time.
- Each of your slides should supplement and emphasize what you're saying, not house your entire script. Way too often, people fill their slides with paragraphs of information that they then just stand there and read. Firstly, if you're reading the entire presentation to an audience, you're likely not looking them in the eye, unless you're capable of having one eye look at the screen and the other at the crowd, which in itself would be a distraction. Don't use your slides as a crutch. Figure out what you're trying to say, and either print out cue cards, or use the notes function of PowerPoint which on your screen which you can see it and not the audience can't (yep, PowerPoint can do that). Use your notes and presentation as a trigger rather than shoving everything you're trying to say into your slides - it's visually unappealing in every way.
- Speaking of visually unappealing, you might want to pull back on the use of effects. It's not the 90s anymore - I'd say there are pretty few people left in the world whose minds would be genuinely blown seeing text slide across the screen. Basic or no animation tends to look more professional these days. Get to your point. If you feel the need to have each of your bullet points appear one by one, have them simply appear, fade, or, at the most, (and it's kind of pushing it) slide in. Don't break it up by letter. And do not add a "whoosh" sound effect to each animation. Trust me, I've seen it done before and it wasn't pretty.



The new normal: the future of work, skills and the new (green) economy

No5 WEBCAM watch outs..



Using your Webcam can add or distract from your meeting..



Too Far

Just Right


Too Close

- Adjust your webcam / laptop to gain a 'just right' view
- If possible use a plain background avoiding windows and mirrors
- Make sure the room has good lighting



- Be aware that using a webcam will drain your WIFI bandwidth
- Try not to shout and move around too much
- Look at the camera and not the screen
- Standing when presenting will make a big difference to your energy levels

No6 CONTROL your tech



We know that virtual connections and systems can be a challenge to master. Understanding your technology controls, options and things you can influence will help

- TEST your WIFI bandwidth at www.speedtest.net
- TEST the controls and interactive tools you wish to use
- Test your webcam view
- Test and practice run your session with a colleague



**Subscribe to our newsletter for the latest
news from Deirdre and the team 😊**

www.dmhassociates.org