

# Conducting a virtual meeting Checklist

Here is a practical checklist that sums up the main points to consider when preparing and conducting a virtual meeting.

## BEFORE THE MEETING

- Send the objectives, the agenda, the background information and pre-tasks a **few days** before the meeting
- Identify and prepare your meeting space: choose a quiet one. Make sure that your background causes no distractions
- Send instructions to attendees on how to join the meeting at least **one day** in advance
- Practice your presentation in a safe environment until the day before the meeting
- Test connection, platform, device and accessories (camera, earphones, microphone) at least **one hour** before the meeting. Also prepare a ready-to-go second device.
- Log in at least **15 minutes** early to welcome the other attendees, test the technology again and give assistance to whom ever needs it
- Check if you wear accessories that could clink against your microphone

## DURING THE MEETING

- Assign tasks to participants
- Ask to turn on webcams, at least at the beginning, for social connection
- Agree how actions will be recorded, communicated, and followed up
- Start with a causal conversation and let people to introduce themselves, sharing something interesting
- Look into the lens of the webcam
- Ask questions and address them directly to a person
- Remember the time lapse: wait a couple of seconds for people to respond before speaking again
- Follow the agenda, track the time and clearly outline next steps after each section

## AFTER THE MEETING

- Send an email with a brief report of the Virtual Meeting, the deliverables, next steps and check-in.
- Give instructions on where to find the recording (if the meeting has been recorded).
- Gather feedback and debrief about the experience: what went well, and what can be improved?