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success factors in virtual meetings – to share with the participants prior to the meeting



TEST

1. Offer first-time users a test in advance, to check the software and their equipment (at least one day before the meeting).



15 min

2. Log in to the meeting 10-15 minutes in advance. Make adjustments (sound, camera etc), talk, relax.



3. Appoint support to the meeting leader. The assistant (or assistants) takes notes, keeps track of time, and moderates the chat.



4. Sit separately (if possible) and use one computer each. Avoid sitting in the same room as other meeting participants.



5. Use a network cable connection instead of WiFi (if possible). This usually results in a more reliable connection.



6. Use a headset with a USB-plug. Alternatively use a conference unit (e.g. Jabra).



7. Use a webcam. Video contributes to the social presence. Make sure your eyes are in the top half of the screen.



8. Have a light source in front of you, and avoid having strong light behind you (e.g. a window or a lamp).



9. Use the chat function for enhanced interaction: questions, comments, sharing links, etc.



10. Use the screen sharing function to show presentations, web pages, your desktop, etc.



11. Raise your hand when you want to say something (when using video).



12. Mute the microphone during other participants' presentations to avoid background noise.