

virtually flawless

Bringing people together, even when they can't be.

Implementing these best practices into your next virtual meeting can greatly improve its effectiveness and enhance the overall experience.

WHEN PLANNING:

- Be time-efficient. Streamline your meeting by compressing your agenda to fit within a 4-hour or less timeframe.
- It's preferred to use video conferencing but also provide an audio dial-in option as a back up for anyone that might have internet challenges.
- Have a backup plan in case of audio/video connection issues or other technical difficulties that might arise.

WHEN ATTENDING:

- Test the technology ahead of time so that you aren't joining your meeting late.
- Use the chat window to ask questions and engage with the presenter.
- Turn off any distractions and close any unnecessary screens.

WHEN PRESENTING:

- Have the right equipment and know how to use the technology properly.
- Dress for success. Be mindful that what you choose your wear might interfere with your microphone or your green screen.
- Practice and practice again. Rehearse so that you are well prepared to deliver your presentation.
- Don't forget to run through a technical rehearsal.
- Review housekeeping information with attendees prior to the virtual meeting presentations to ensure that your attendees are comfortable submitting or asking questions and understand where to access all support documents.
- Make your presentation engaging - this is key to a successful virtual experience. Virtual meetings should include a lot of discussions.
- Screen share so that your attendees can follow along. Keep your presentations concise and on point.

WHEN ON CAMERA:

- Check your lighting. Natural lighting is best with windows facing you to illuminate your face.
- Give eye contact to your camera and look into it when speaking. Your camera should be placed at eye level.

- Frame yourself in the camera view so that your head and top of your shoulders are prominent in the screen.
- Be aware of your background. Make sure your background is simple and uncluttered or consider using a green screen.
- Minimize distractions. Close any open screens that might distract your attention from the virtual meeting.
- Raise your voice one notch higher so that you can be heard clearly through the external or internal microphone. This helps you feel more confident while speaking and helps keep a slower pace.
- Mute your microphone when you are not speaking. And unmute only when you speak to ensure no noise distractions during presentations.
- If you need to step away from your desk for a moment make sure that you turn off your camera and, of course, mute your microphone.

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