Best Practices for Creating a Virtual Meeting - Tips for Planners

1. Choose a webinar/virtual platform that can accommodate your group size and helps you meet your educational goals.
   ✓ Will you use video? Will you have small groups or breakouts? Do you need polling features?

2. If it's a new platform to you, explore its features using the company’s tutorials.
   ✓ Many platforms may offer interactive training webinars, where you can address any questions or concerns you may have in real time.

3. Test in advance
   ✓ Test any aspect of the technology that you plan to use, such as:
     ▪ Video
     ▪ Sound
     ▪ Recording
     ▪ Polling Features

4. Connecting remote faculty, recording, using webcams, etc.
   ✓ Send guidance to your faculty or facilitate the startup for them.
   ✓ Plan a briefing before the session to confirm all faculty can connect and review your plan for the meeting.

5. Identify a “Meeting Leader”
   ✓ The Meeting Leader should help to facilitate questions and make sure that your meeting stays on topic and on time.

6. Avoid Background Noise
   ✓ You can mute attendees or encourage them to mute themselves to ensure that learners and faculty have clear lines of audio communication during the meeting.

7. Stay on Schedule
   ✓ This will ensure that you cover your full agenda, while remaining respectful of everyone’s time.