

# Tips for Successful Online Meetings

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## 1. Get ready ahead of time:

- a. Dress at least business casual, from the waist up.  
This meeting will be promoted to non-members.
- b. Make sure your face will be well-lit (position a light behind your monitor, or use a selfie light)
- c. Have some water available in case you get thirsty
- d. Make that bathroom stop prior to logging in.
- e. Make sure that pets, children or other people will not be interrupting you
- f. Consider your background (an unmade bed or a messy kitchen are distracting)
- g. Mute your cell phone, if you aren't using it to call in.
- h. Have any notes, props or other items you might need handy

## 2. Log-on a little early to ensure the technology is cooperating for your audio and video.

Find where the mute, chat and share functions are.

## 3. Mute yourself when you aren't talking. Remember to unmute when you want to talk.

## 4. Use the chat box to send a message to either an individual or to everyone.

We will allow one minute of silence after each speaker so that you can write any evaluative comments in the chat to send to the speaker.

## 5. If you are sharing slides or your screen, and this is the first time you will have done so on the platform, please contact the organizer to schedule a brief practice session.

## 6. If you are presenting, look at the camera for most of your presentation.

That's how you make eye contact.

## 7. Remember, everyone can see you. Try to stay relatively still and attentive.

## 8. Evaluators should have the speakers' evaluation forms ahead of time and send the completed evaluation to the speaker within 24 hours

(scan to pdf and email or take a photo and send via text).

## 9. Use hand signals (These are OK in the US, may not work in all cultures):

- a. Cupped hand around ear—can't hear/not loud enough or unmute!
- b. Thumbs up: yes/good/approve
- c. Thumbs down: no/not good/disapprove
- d. Timing: When other options are available:  
Use fingers (2/1/fist: 2 minutes left/1-minute left/ time up)
- e. Jazz hands or silent palm clap: applause

## 10. Be patient with technical glitches and human error. Smile!