

# Guide to Successful Virtual Meetings

## 12 success factors to share with participants



### 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. Assign someone to **moderate** the meeting – more important than in face-to-face meetings.



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



7. Use a **headset** with a USB-plug. Alternatively use a conference unit (e.g. Jabra microphone and speaker).



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



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.