

## Ten Tips for Facilitating a Video Conference

1. **Move at a slightly slower pace** than an in-person meeting due as most systems are slightly delayed. This is particularly important when asking a question.
2. **Limit the meeting focus** to one or two topics.
3. **Prevent distracting pop-ups** either by shutting down extraneous applications or turning on "Do Not Disturb" (if you're running MacOS).
4. **Stick to meeting basics.** These include setting clear objectives, using an agenda, taking breaks (for meetings over 30 minutes), and clearly outline next steps.
5. **Begin the meeting with a check-in** to build/reinforce relationships. This is particularly important during this time of isolation.
6. **Create ground rules with meeting participants and review at beginning of each meeting.** Examples include starting and ending on time, everyone being on camera (unless their technology doesn't allow), no multitasking, raising hands to speak, staying on task, and minimizing background noises.
7. **Keep presentations as short as possible.** Provide background information via email prior to the meeting.
8. **Include opportunities for interaction.** Have participants raise their hands (their actual hand, not the icon) when they wish to speak. Before a decision is made, consider "going around the table" to make sure everyone has a chance to comment. For voting, thumbs up or thumbs down is often the easiest method to use.
9. **Use the chat and whiteboard functions for brainstorming.** This allows people who may be less comfortable speaking to participate in other ways.
10. **Save 5-10 minutes at the end of the meeting.** Review decisions made and tasks to be completed.