CROSSROAD LEARNING

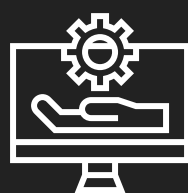# BEST PRACTICES FOR ANY
# *Online Meeting*

## CHECK YOUR TECH

Regardless of platform, make sure that your technology works before your meeting starts. Verify that your computer, software, login information, and links all work before your start your meeting. Use a producer when you need assistance.

## KNOW YOUR TOOLS

Credibility and engagement can be built or broken during your virtual session by how you use your tools. Know how to navigate the software, display visuals, mute people, and look as professional and polished as possible.

## PLAN YOUR MEETING

Plan your meeting in advance, and stick to the schedule. Planning your meeting provides you with a reference point with a guide to follow. Key points, break-out sessions, engagement activities, and breaks can all be planned.

## USE THE MUTE BUTTON

Whether you are a participant, or the host, use the mute button when you are not speaking. Leaving participants with their microphone on causes audio feedback, and will impact the engagement of everyone in the meeting.
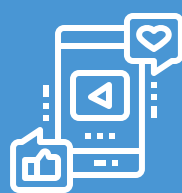
## HAVE A BACK-UP PLAN

No matter how much you plan, or how much help you receive, things can go awry. Have a back-up plan with alternate hardware/software options, engagement activities, and remember to always make it look like it happened on purpose.