



## Tips for Meeting Online

There are several ways to help ensure that a virtual meeting goes as smoothly as possible. These aren't requirements, just suggestions that can make a big difference.

### **1. Choose the platform that works best for you.**

We recommend Zoom or Google Meet since they are the most well known. Zoom's free option only allows 40 minutes for group meetings so if you don't have a paid account, you will probably want to go with Google Meet.

### **2. Familiarize yourself with the virtual platform you choose.**

Video tutorials online can be helpful for this. Practice things ahead of time like sharing your screen or showing videos to the group.

### **3. Offer tech help for those who might need it.**

Some of your group members may not be experienced with virtual meetings or the platform that you choose. Let them know they can reach out to get some coaching from you. You could even have a practice run with them before the first meeting.

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### 4. Create the optimal set up:

- Connect via laptop rather than phone
- Situate yourself in a quiet room that has carpet or pillows to absorb sound
- Use headphones or earbuds
- Ensure good lighting (natural light in front of you is best so you won't appear as a silhouette)

### 5. Send reminders.

It never hurts to send out an upbeat email or text reminder within 24 hours of the meeting, along with a word of encouragement.

### 6. Set some expectations for the meeting.

These can be sent out by email and/or explained at the beginning of the first meeting.

- Ask that cameras stay on when possible (no one likes to talk to a blank screen).
- Ask that everyone avoid multi-tasking (it's helpful to turn off notifications and silence phones).
- Ask that everyone mute themselves if they are not speaking (an exception can be if the meeting is small or if everyone is in a quiet place).
- Make it clear how you want people to indicate they're ready to speak, or that you might call on people during open discussions.

### 7. Get there early.

As the leader of the group, sign on to your preferred platform five minutes before the designated time. This allows you to welcome people as they arrive and act as a host. Smile and look them in the eye (the camera lens). It makes a difference!

### 8. Give and receive grace.

Technical problems are bound to happen, women will be late and miss meetings all together. This is when we show grace for each other!