

A REP GUIDE TO DIGITAL MEETINGS



LIMIT PRESENTATIONS

It's harder for people to remain engaged as our attention span is reduced compared to face to face discussions



USE TECHNOLOGY WELL

Know what functions you've got available to you. For example, 'together mode' in Microsoft Teams can help reduce the fatigue of online meetings, and makes people feel more involved



AVOID DISTRACTIONS

Make sure you're in a relatively quiet location as background noise can be distracting. Blur your background if it's likely to detract from you on-screen



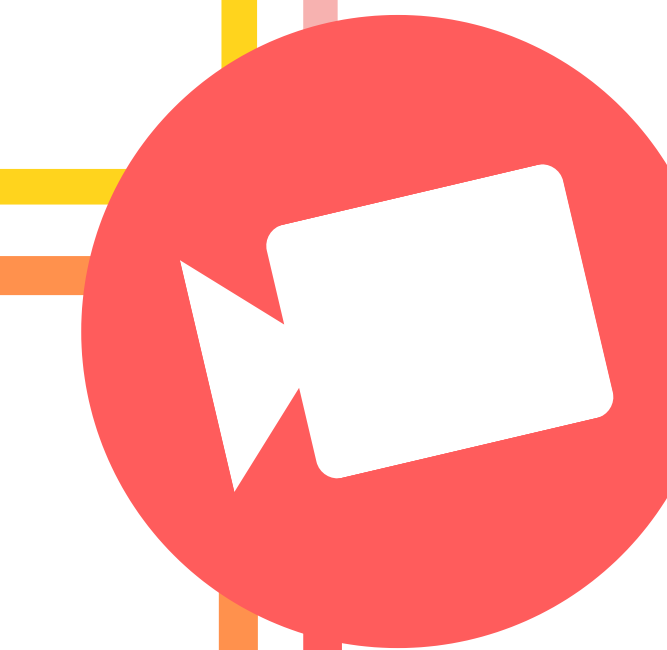
KEEP TO TIME

Make sure your meeting sticks to your scheduled time. That goes both for starting and finishing on time - people are busy and will have other things to do



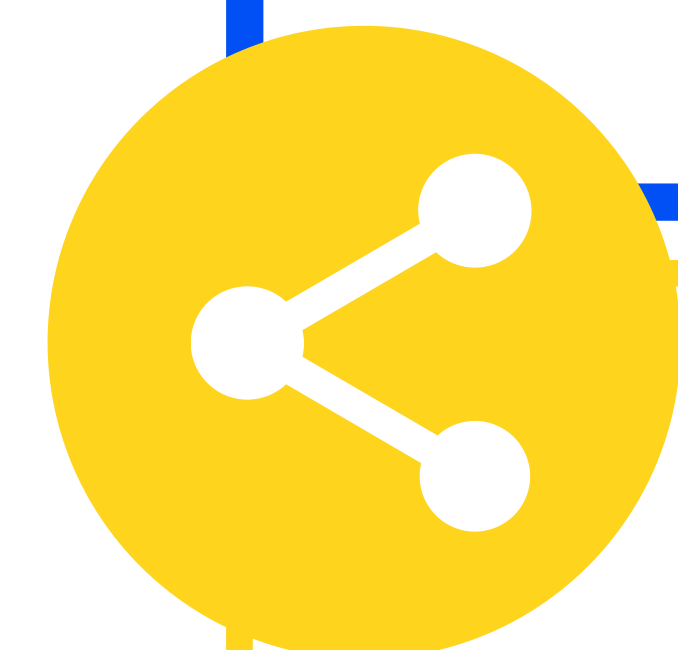
BE THE MUTE POLICE

When you're the host of an event, use the functionality of the system to mute participants when they're not talking. If it's a big meeting, someone else can help you do this



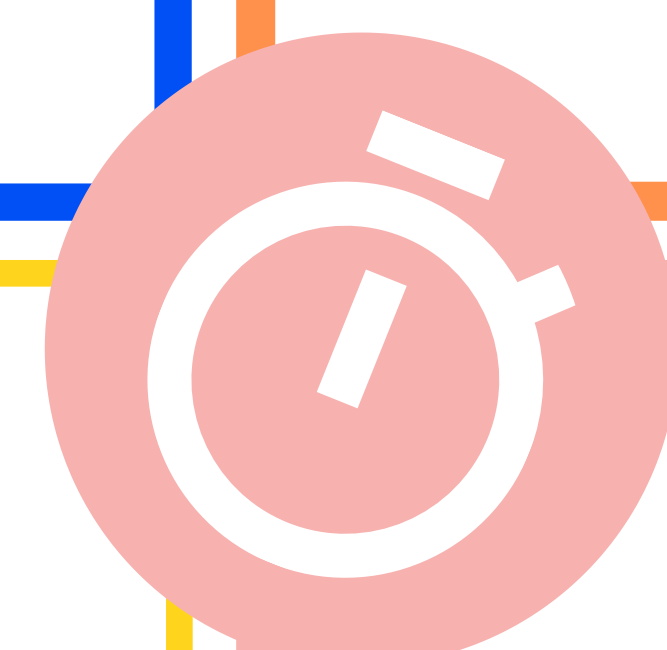
USE YOUR WEBCAM

There is nothing worse than joining an online meeting and staring at a blank screen. Seeing who is speaking, as well as others, can help people engage



SHARE THE AIRTIME

Don't let one individual hog all the time on your call discussing on situation. If it's something that warrants further discussion, setup a separate conversation after the meeting



HOW LONG DO YOU NEED

Think about and plan your content before the meeting and consider how long the meeting should be. An hour can be too long, and 30 minutes too short, but 45 minutes may be perfect



TEST YOUR TECHNOLOGY

Technology problems can and do happen to all of us, no matter how much we've planned, but by testing your setup before your meeting you can help avoid problems as much as possible



GAIN FEEDBACK

Different tools have different methods of obtaining live feedback. For example, in Microsoft Teams you can use the poll function in the chat to gain real-time feedback