



## Online Meeting Basics

Review the following information to help you better organize your webinar or online meeting.

### Before the online meeting or webinar:

- ▶ Schedule the meeting and invite participants.
- ▶ Create and send an agenda to all confirmed attendees well in advance of the event.
- ▶ Set up your hardware in a quiet space free from distractions.
- ▶ Clear your computer desktop of any confidential or inappropriate material.
- ▶ Close or log out of any messaging applications.
- ▶ Prepare all meeting materials and open them on your computer screen.
- ▶ Conduct a practice session to ensure you know how your software and hardware function.

### Disruptions to a Plan

- ▶ Introduce yourself to all attendees.
- ▶ Be aware of your tone and make an effort to sound engaging and friendly. If you are visible to attendees, be sure to use effective body language.
- ▶ Conduct the meeting in accordance with your agenda. Be sure to stay on schedule.
- ▶ Support attendees by monitoring chat statuses, emoticons, or other signals that someone has a question or comment.
  - Depending on the size of the meeting, you may ask attendees to introduce themselves before speaking.
- ▶ Hold a question-and-answer session if applicable, or provide your contact information so attendees may ask follow-up questions at a later time.
- ▶ At the close of the meeting, thank attendees for participating.

### After the online meeting or webinar:

- ▶ Send the meeting materials to the attendees.
- ▶ Distribute a recording of the online meeting if applicable.
- ▶ Gather feedback from attendees by creating and sending a survey.