



EAB

Running World Class Virtual Meetings

A critical tool in your toolbox



We conduct a lot of virtual meetings...how do we ensure they are great?

“

I prepare for every web meeting with the same vigor I do in-person. It's a critical tool in the box and is used in conjunction with in-person meetings.”

~Katie Shaver, Senior PDE



AUDIENCE POLL

What is the same?

What approaches would you take to a meeting regardless of medium?

- Level of vigor of preparation: multiple, extensive prewires are a must; knowing all attendees, their titles, etc.
- Amount of questions you ask to pick up on how folks are feeling/tracking
- Amount of time: 60-90 minutes
- Everyone introduces themselves at the start of the meeting

Executive Meeting

What is different?

What approaches would you do differently if remote?

- Heightened comfort with running logistics
- Stating rules of engagement
- Polling/calling on each person
- Amount of pause
- Summarize more often
- Increased silence
- Location intentionality

5 Essentials for Effective Remote Meetings



Heighten comfort with logistics

Who is/isn't dialed in? Can everyone hear? Etc.



State rules of engagement

How will questions be answered? Remind everyone that one person needs to talk at a time due to slight time lags. Ask people to state their name before asking a question. Should people stay off of mute? Turn off email? Etc.



Drive participation of every voice

Stating names when asking questions or ensuring if people have questions and polling each person (i.e. "What did you each think about that discussion point?")



Press pause

Pause: increase frequency of pulling up or pausing to check in with the group; stop to summarize what you have discussed more often; increase comfort with golden silence



Record it

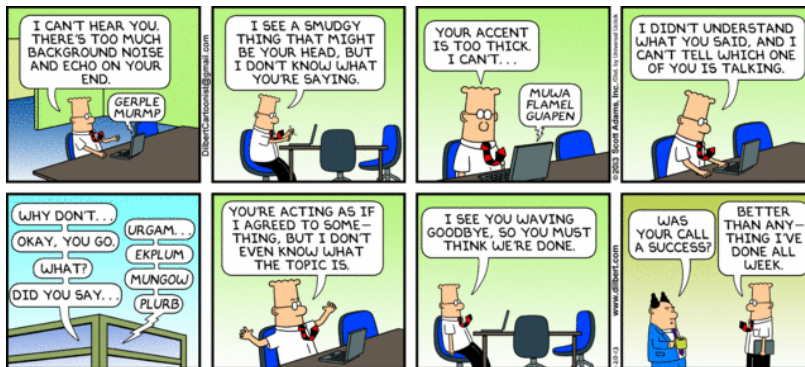
"After the meeting I provide them with a link where they can access the recording. This is a great value add to give them. It helps to solve for "so and so wasn't here" or "I wish I could have X listen to the questions asked today." I've always been met with pleasant surprise when I share the recording and asking for permission to record the session serves as a great ice breaker to boot."



Also Consider Location Intentionality

▶ On Camera Intentionality

Ensure you know what is in your camera view so people on other end can focus and avoid background noise



▶ Off Camera Intentionality

Remote colleagues might travel to your home/our office locations – timing doesn't always work, but ask them when they are in town and try coordinating to meet face-to-face



To prevent loss of momentum and quality of the meeting:

- Rely on our Zoom tool for video and screen, but use your cell phone or home phone for audio (no lag in audio, only on screen)
- Do a test run – have your assistant join and ensure technology is working a few minutes in advance of the meeting; ensure screen is readable
- Still send hard mailing trip prep



Best Practice: CAMERA ON

*If you use your video, they will too ♦ Can help pick up on visual/nonverbal cues
♦ Reduces multi-tasking ♦ You are more engaging*

- Note taking challenge: ask your assistant or a “second” to take notes
- Screen real estate: consider turning off during technology demos
- Option to set a mounted camera on top of your computer for better positioning
- Setup a small space in your home for remote meetings (flowers, nice background, etc)



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