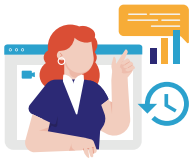


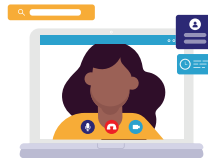


# — TOP TIPS FOR — VIRTUAL MEETINGS



## LEADING THE MEETING

- ▶ Keep the agenda short and plan breaks including informal virtual discussions
- ▶ Give clear direction on your goals and be realistic with timing
- ▶ Employ a team to moderate, follow the chat and resolve technical problems



## FOR PARTICIPANTS BEFORE THE MEETING

- ▶ Plan your intervention - to influence your audience you need to prepare and practice
- ▶ Clarify your main objective and goals including compromises you can live with
- ▶ Develop concrete proposals for your priority items and consult with prospective partners
- ▶ Check your webcam - frame your image like a TV newsreader and give your audience an engaging human experience
- ▶ Make sure you have clear audio - the built-in microphone on your computer should be avoided



## DURING THE MEETING

- ▶ Make just one point per intervention to provide clarity and focus for those following
- ▶ Time your intervention - when negotiating it may be strategic to appear early or later in the discussion
- ▶ Be prepared to reframe your argument as the need arises



## THE 30-SECOND INTERVENTION

- ▶ Open strongly - this is the bottom line, the statement you want everyone to hear and remember
- ▶ Add 2-3 supporting points - the most persuasive arguments adding detail to the opening
- ▶ Close with conviction - your chance to share a conclusion
- ▶ Deliver your call to action - a compelling reason for the audience to support you



## REMEMBER

Plan, practice, present

Prepare yourself, your content and your new virtual environment