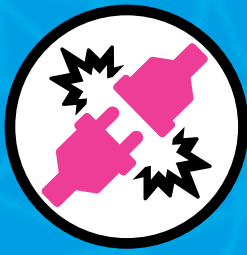




ONLINE MEETING FACILITATION



TECHNICAL CHALLENGES

- Use great equipment
- Have a back-up tool
- Use the Buddy System [[more info](#)]
- Test technology, lighting, and connection
- Assign someone to deal with tech challenges



TOO MUCH BACKGROUND NOISE

- Use noise canceling headsets
- Agree to meet in quiet places
- Mute yourself when not speaking
- Disable tones and announcements



UNENGAGED/BORED PARTICIPANTS

- Implement ELMO [[Enough! Let's Move On](#)]
- Ask for feedback
- Have good lighting [[more info](#)]
- Use video when presenting
- Follow-up on action items
- Make agenda accessible to all
- Assign and rotate meeting roles
- Keep presentations to a minimum
- Start with an icebreaker question
- Select people to answer questions
- Arrive early to build in personal time
- Make sure everyone gets a chance to speak
- Stop updates where you read to each other
- Schedule ongoing, non-obligatory meetings [[more info](#)]
- Use collaborative tools to visualize your discussion



MEETING GOES IN TOO MANY DIRECTIONS

- Keep time
- Have a facilitator
- Use a virtual parking lot
- Reserve time for parking lot



PEOPLE WHO TAKE OVER

- Implement ELMO [[Enough! Let's Move On](#)]
- Have a facilitator
- Have a way to indicate you want to speak (i.e., raise hand)

LANGUAGE BARRIERS

- Have a backchannel
- Use video and read lips



TIME ZONE ISSUES

- Talk in one time zone
- Double check your time zone
- Rotate meeting times to share the pain