

Preparing for Conducting Online Meetings

Summary Addendum

1. Objective: Keep them engaged through to the end
2. Prepare Waiting Slide, Video or Forum
3. Introduction
 - a. Who you are?
 - b. Why you are the Presenter
 - c. Meeting Objective:
 - d. Why they are here
 - e. What they will get out of it.
 - f. Allotted Time
 - g. Call to Action and Follow up
 - h. Links available
 - i. Agenda with times
 - j. Overriding Theme
 - k. Engaging Emotional Introduction
4. Content
 - a. High paced content
 - b. High impact images
 - c. Short bullets
 - d. One-word slides for impact
 - e. Refer to overriding theme
 - f. Don't overwhelm with online charts
 - g. Calls to Action with links inside presentation
5. Incorporate Interactivity
 - a. Frequent Audience Checks – Chat Box
 - b. Polling and Surveys
 - c. Breakout sessions
 - d. Call on participants
6. Conclusion, Call to Action and Follow up

Zoom link to help for incorporating polling:

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>