

# 5 TIPS FOR RUNNING BETTER ONLINE MEETINGS

## 1 Enhance Meetings with Video Conferencing

Video technology encourages focus, engagement, and participation.

- Replicate the in-person experience
- Increase productivity by reducing travel
- Invite participants from multiple locations

## 2 Collaborate with Screen Sharing

Visual content is more easily understood and remembered.

- Present and collaborate in real-time
- Easily share data and creative concepts
- Ensure understanding with visual imagery

## 3 Schedule Meetings in Advance

Send out an invite with all meeting information included.

- Use a calendar integration for templated invites
- Send an agenda in the meeting invite
- Only include essential participants

## 4 Record the Meeting

Capture all of the meeting details in a downloadable file.

- Keep a record for future reference
- Share the recording with additional team members
- Request a transcript

## 5 Be Involved

Meetings are successful with planned next steps.

- Stick to a pre-set agenda and take meeting notes
- Don't wrap up until action items are agreed upon
- Schedule a follow-up conference call to assess progress

## BONUS TIP!

Don't forget to introduce all meeting participants. It seems obvious, but when overlooked can lead to confusion and frustration.