TOASTMASTERS DISTRICT 83

Virtual Meeting Tips and Tricks

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Table of Contents

Key Discussion Points

01

Virtual Meeting Tips

Attendee Tips

- Register ahead of time (if offered).
- Mute your microphone unless you're speaking.
- Look directly into the camera when you are talking, NOT at the screen.
- Dress as you would for a regular club meeting.
- Be aware of your background. Use a virtual background if possible.
- Make sure your lighting is good and test your setup prior to the meeting.
- Give your undivided attention during the meeting
- Be patient and keep in mind that instructions may need to be repeated frequently.
- Refer to the agenda to follow along with the meeting.

Virtual Meeting Tips

Technology

- Determine which online platform you will use for your meetings (Zoom, Skype, WebEx, GoToMeeting, Google Hangouts, Microsoft Teams, etc)
- If the platform requires members to install software on their computers, send them a link prior to the meeting with other important login information they may need

Virtual Meeting Tips

Ahead of the Meeting

- Email attendees a copy of the agenda with reminders to mute their microphones and adjust cameras to be seen. Request they join 5 to 10 minutes early to allow everyone to get situated.

- Ask attendees to register to allow the organizer to know how many people are expected (If available a link will be provided to register for the meeting)

- Ask members with roles to make their chat ID their full name and role or if they are a guest.

04

Virtual Meeting Tips

Meeting Roles

- TOASTMASTER should share the agenda on a shared screen at teh beginning of the meeting
- Assign a TECHNICAL HOST (online version of Sergeant at Arms) to set up meeting and ensure members are muted. They also will monitor the chat and respond to technical issues
- TIMER can use a timer software, display card on their camera, or use the chat box
- TABLE TOPICS MASTER can chose through volunteers or randomly selecting. If members volunteer determine how they should in the begining of the meeting during the explanation of roles

Virtual Check Ins

Reminders

✓ Notify your members in advance of your virtual meeting through your website, social media pages, and email.

Resources

✓ Provide resources such as video tutorials or guides to your members to help them get comfortable with using the required technology.

Opening Activity

✓ During meetings use conversation prompts to create a positive group atmosphere, break down social barriers, and get people to know and trust one another.

Communicate

✓ Keep consistent communication with members and guests before, during, and after meetings

Post Meeting Evaluation

EXECUTIVE TEAM

Plan an additional 15-30 minutes post meeting to go over what worked, what did not work, and what can be improved for the next meeting.

ATTENDEES

Email attendees a survey to illicit feedback on their take of your virutal meetings. You can use a Google Form or Survey Monkey. This will give them the opportunity to voice any challenges so you can improve your next virtual meeting

Additional Resources

- https://www.toastmasters.org/magazine/magazine-issues/2020/mar/its-time-to-meet-online
- https://toastcaster.podbean.com/mobile/e/toastmaster-113-top-3-pro-tips-for-a-virtual-stage-presenting-on-line/
- https://d2.toastmastersdistricts.org/_District_2_Digital_Transformation_2020.html?fbclid=IwAR2__05dc3Sw_rOC4F83ddW3W5xzkod5UV5tv74U11Sjmf8g_9hLzJWJYNE

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