

TIP SHEET:

FOR ONLINE MEETINGS & PRESENTATIONS



It used to be that meetings, and presentations including seminars and conferences, required everyone to be physically present in the same room at the same time. However, thanks to technology, online meetings and presentations have evolved to become an efficient option to the standard in-person requirement. Online meetings and presentations can offer an informative and interactive experience on any device from any location.

Online meetings and presentations will become a much more common part of our working and personal lives, creating a more inclusive meeting environment and opportunities for people who may previously have been excluded for reasons such as disability, social anxiety, or family commitments.

However, while there are some age-old guidelines for good meeting etiquette such as being on time, maintaining eye contact, and paying attention that work well for both in-person and online meetings, there may be new strategies to consider to elevate your online meetings.

It is important to put as much effort into the online experience as you would for any in-person event. See our tips for before, during and after on the next page.

After a meeting: Provide feedback to the host

It can be very hard for hosts to tell how the online experience was from the participant/audience viewpoint.

Help your co-workers to improve their online skills to better match your organisation's needs and preferences by letting them know what worked well and what didn't work well.

- Were there audio problems?
- Difficulty reading slide content?
- Would you prefer longer or shorter meetings/presentations in the future?
- Are there additional presentation topics you would like to access?
- Did you appreciate a particular presenter and want to hear more from them?

By informing the host company what was useful and important and what they could change is the only way to get more of what you require.

Be prepared and follow good meeting etiquette

It is important to put as much effort into the online experience as you would for any in-person event.

Below are a few simple starting points.

BEFORE THE SESSION	
For the Host	For Participants
Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting.	Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting.
Choose a quiet area to avoid distractions and interruptions.	Choose a quiet area to avoid distractions and interruptions.
Consider what view is behind you when on camera. Avoid messy or distracting backgrounds. Consider using a virtual background if available.	Check what view is behind when on camera. Remove any messy or inappropriate items that will be distracting.
Log in early so you are there to greet/mark off participants.	Log in a little early so you can familiarise yourself with the host's set up.
Have an agenda and if possible share it with participants before the session so they know what to expect.	Read the agenda and make notes on what you want to contribute.
Turn off/mute mobile phone and computer alerts for the duration of the session.	Turn off/mute mobile phone and computer alerts for the duration of the session.
Plan to keep the session short and stay on track to avoid participants being tempted to multi-task.	Mark yourself as 'busy' in your calendar and workgroup to avoid interruptions.

DURING THE SESSION	
For the Host	For Participants
Look at the camera when you are talking (not your screen).	Don't look at your phone/emails when other people are speaking.
Introduce yourself and if this is a new group ask participants to (briefly) introduce themselves.	If you are asked to introduce yourself – keep it short and relevant.
During a presentation consider taking control of the mute function for participants (ZOOM) when they first join the session.	Mute your microphone unless you are speaking to minimize background noise.
Try to give everyone a chance to contribute by asking participants questions or for feedback regularly. It may help if you nominate who is to speak next e.g. let's hear from Trevor next, then Jenny, then Frank. Utilise 'hand up' feature if available.	Don't speak over other people, use the 'hand up' feature if available or wait to be asked.
During a presentation remind participants to use the chat channel if it is available but also remind everyone to be respectful.	If your presentation allows publicly-visible chat, keep your contributions helpful and considerate of the host and other participants.
If you are recording the meeting or presentation make sure everyone knows this from the start.	Be on time for the meeting or presentation but if you cannot avoid being late, join with minimum distraction and wait till the end to ask the host what you missed.
Never eat while on camera!	Never eat while on camera!

AFTER THE SESSION	
For the Host	For Participants
As the host try and be the last to leave the meeting or presentation in case anyone has last comments or questions.	Leave the meeting or presentation promptly when the host declares it closed. If you have last comments or questions an email might be more appropriate.
After the presentation has been completed prepare a feedback survey to send out immediately after the session and remind participants that constructive comments improves quality.	If you receive a request for feedback please take the time to give honest but constructive feedback – we are all learning as we go!