

VIRTUAL SESSION BEST PRACTICES

Our expert facilitators know how to get maximum value out of a virtual planning session. Please read the following and come ready to fully engage with your team to achieve your objectives and create a great outcome.

What to do before the session

- ✓ We will use Zoom to connect. Please ensure you've downloaded the Zoom application. The browser edition is not sufficient.
- ✓ Everyone needs to log into Zoom with your personal laptop - even if you are in the same room. If you are joining from the same room, please identify one person to dial in or use the conference system for audio.
- ✓ Everyone needs to turn on video - please make sure your lighting and camera angle are the best they can be.
- ✓ Be familiar with Gallery View, Mute, and Chat functions.
- ✓ If you have a second screen, plan to use it. If you don't have two monitors, plan to use the Side-by-Side mode in Zoom to see both videos and shared content.
- ✓ Test your internet audio connection in advance and have a dial-in backup option available if needed.
- ✓ Please do your best to minimize interruptions and distractions and make your environment as comfortable as possible so you can focus.
- ✓ Review the agenda prior to the session and complete the prep work so you are ready to fully participate.

What to expect during the session

- The meeting will be open 20 minutes early so you can log in to test your technology
- Mute yourself if you have background noise
- We will take frequent, scheduled breaks
- We will start and stop at the exact times agreed upon
- Do your best not to speak over anyone
- Raise your hand if you're having trouble jumping in
- Use the chat to let us know if you need to step away
- We will use virtual breakout rooms for small group collaboration (instructions will be provided)