

Best Practices for Creating a Virtual Meeting for Planners

- 1. Choose a webinar/virtual platform that can accommodate your group size and helps you meet your educational goals.**
 - ✓ Will you use video? Will you have small groups or breakouts? Do you need polling features?

- 2. If it's a new platform to you, explore its features using the company's tutorials.**
 - ✓ Many platforms may offer interactive training webinars, where you can address any questions or concerns you may have in real time.

- 3. Test in advance**
 - ✓ Test any aspect of the technology that you plan to use, such as:
 - Video
 - Sound
 - Recording
 - Polling Features

- 4. Connecting remote faculty, recording, using webcams, etc.**
 - ✓ Send guidance to your faculty or facilitate the startup for them.
 - ✓ Plan a briefing before the session to confirm all faculty can connect and review your plan for the meeting.

- 5. Identify a “Meeting Leader”**
 - ✓ The Meeting Leader should help to facilitate questions and make sure that your meeting stays on topic and on time.

- 6. Avoid Background Noise**
 - ✓ You can mute attendees or encourage them to mute themselves to ensure that learners and faculty have clear lines of audio communication during the meeting.

- 7. Stay on Schedule**
 - ✓ This will ensure that you cover your full agenda, while remaining respectful of everyone's time.