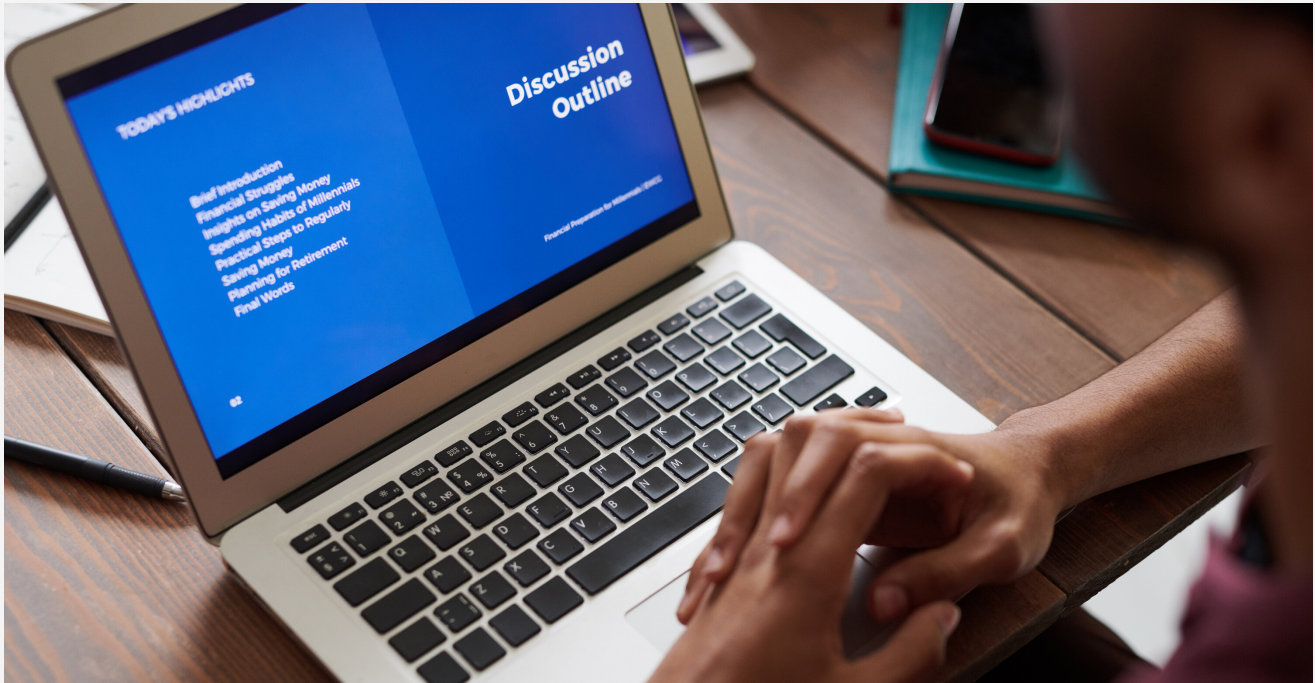


# ONLINE MEETINGS

## TIPS ON HOW TO RUN A SUCCESSFUL ONLINE MEETING



Switching to remote work can be hard for some companies. Whether you have a staff of 2 or 20, holding online meetings can be a challenge for some. Here are some tips to keep you on track!

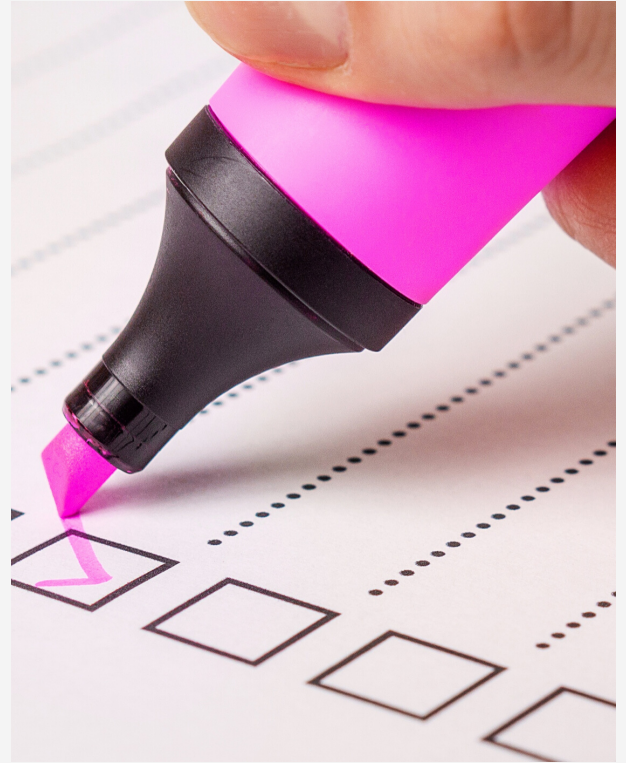
### Meeting Basics

- One thing to remember is that an online meeting is still a meeting, so the basic rules still apply.
- Schedule the meeting into your co-worker's calendars or confirm the date and time via email
- Create and distribute an agenda
- Assign someone to chair the meetings
- Assign someone to take the minutes
- Set time limits

## Prepare for Interruptions

With holding online meetings, it is best to prepare for the challenges that are unique to this platform. Have a plan in case there are connectivity or technology issues. What happens if someone's mic or webcam are giving them issues? What happens when someone does not know how to use the features of this new platform?

The easiest way to circumvent these problems is to ensure that everyone is familiar with your new procedures the meeting platform. For example, if someone is having connectivity problems, they should know beforehand what they are expected to do. Another example is if you are using polls, ensure that all participants know how to vote before the meeting starts.



## Be Adaptable

An online meeting can be quite a bit different than in-person meetings. They pose their own sets of challenges. Therefore, the best advice we can offer is *Be Adaptable* and *try-try again*.

Experiment with your meeting platform. Test procedures out to find what works for you and what does not. If you find that a specific meeting platform is not meeting all your needs – try out a new one.

Online meetings are more than likely going to be the norm for the foreseeable future. Invest in a platform that works for you!

**If you require help deciding on a platform – contact us today!**

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