Effective Online Meetings Resource List

The list of compiled resources below provides short and actionable guidance on how to manage and facilitate high-quality online meetings and adult learning events through virtual learning platforms. We encourage you to use this list to support any transitions to online meetings, webinars, or trainings you and your colleagues are overseeing in the coming weeks!

Creating Positive Online Learning Environments

These resources provide guidance specific to creating online environments conducive to learning:

- **7 Secrets to Becoming a Better Virtual Training.** This resource highlights strategies you can use while facilitating online meetings to create a positive online environment.

- **Virtual Communities of Practice: 9 Tips to Engage Participants.** This resource highlights tips around technology use, key online meeting content, and facilitator strategies which encourage online engagement.

Creating Effective Webinars

These resources provide guidance specific to creating effective webinars/online presentations:

- **7 Ways to Setup Your Webinars for Success.** This resource highlights strategies to follow when preparing for a webinar, hosting a webinar, and following a webinar to make it a success.

- **Strategies for Effective Webinars.** This resource provides an overview of the essential components of webinars and strategies for overcoming common challenges to webinars.

Moving from In-Person to Online Learning

These resources provide guidance specific to moving from in-person to online education:

- **Making the Transition to Virtual Classrooms.** This resource highlights 3 strategies to make transitions from in-person to online classrooms go smoothly, from practicing content to taking advantage of platform technology to sharing key resources after an online event.

- **Making the Transition to a Virtual Classroom – Part II.** This resource highlights core strategies for increasing engagement within online classrooms and ensuring online facilitation goes smoothly.
# Meeting Checklist: A Quick Reference Guide

1. **In Advance: Coordinate with All Faculty/Those Leading, Supporting & Presenting**
   - Coordinate with all faculty, and those leading, supporting, & presenting
   - Confirm name, date, time, and online session platform
   - Obtain presenter bios and edit
   - Familiarize yourself with session description and learning objectives
   - Get comfortable with the features of the technology platform you are using
   - Convene faculty a few days in advance of your virtual meeting to host a technical rehearsal
   **During the technical rehearsal be sure to:**
     - Test all technology needs
     - Make sure everyone is comfortable and can see and hear each other
     - Discuss & confirm order of presentations and time allotted
     - Ask presenters to be there at least 15 minutes prior to start of the session
     - Obtain PowerPoint files from presenters and have electronic/print out back-ups with you

2. **Just Before: Check Meeting Room**
   - Set-up the meeting platform (technology, slides, etc.)
   - Recommend presenters grab glasses of water and remove distractions as possible
   - Provide contact numbers for immediate needs (tech supports, support staff, presenters, etc.)
   - Remind faculty of game plan (i.e. 10 minutes to present, Q&A afterwards)

3. **The Main Event**
   - Welcome people by their names as they enter the virtual meeting room
   - State the title, purpose/goals of the session
   - Discuss the process of the session (i.e. timeframe, all presentations then Q&A, or otherwise?)
   - Share your facilitator role and any other webinar ground rules
   - Explain that you will moderate conversations
   - Provide housekeeping/logistics (i.e. how to mute/unmute, how to use chatbox, etc.)
   - Introduce presenters – use their bios and keep it short

4. **Keep The Discussion Moving & Watch the Clock**
   - Use a timer/ensure there is an identified person keeping time
   - Make sure there is time left for Q&A after each presentation and at the end of the meeting

5. **Wrap It Up – On Time!**
   - Thank panelists and attendees
   - Talk about session evaluation
   - End by explaining what is next on the agenda (when? how? etc.)

6. **Adjourn & Keep Follow-up Promises**
   - Decide whether follow-up is needed
   - If follow-up is needed, send all follow up items to attendees within one week of the online event (follow-up items may include presentation slides, notes, and/or a meeting recording)