How engaging can a virtual meeting be....

Research from the Virtual Facilitation Collaborative

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Background Information

We work with a wide-variety of organizations, educational institutions, and businesses whose staff or members interact from multiple geographic locations.

They may be dispersed within a state or province, or throughout the world.

They need a way to meet online that uses the right technology so they can conduct business in a way that is both productive and motivating.
**Background Information**

**ToP – Technology of Participation – Methods**
help foster collaboration in decision making and action - among individuals, organizations or communities

**Institute of Cultural Affairs (ICA)**
Strengthens the capacities of individuals, organizations, and communities to build and implement innovative plans of action that draw upon assets and social capital in a collaborative manner.
Background Information

About the Research

• *Phenomenological approach* – direct investigation and description of a specific experience – in this case virtual meetings – experienced by people involved in the experience

• 13 interviews, 30 – 90 minutes

• Corporate, private sector, small business, consultant

• Three themes – Meeting Design, Interpersonal Connection, and Engagement
Meeting Design

1 Clear on Purpose
   • Information
   • Decision making
   • Feedback/reflection

2 Advantages of Rational Objectives

3 Personality of Group
   • No nonsense
   • All about relationship
   • Never enough process

4 Logistics
   • Length of Meeting
   • Time Zones
   • Platform Comfort

5 Facilitator Prep
   • Back-up plans
   • Agenda/Script
   • Honest Assessment
   • Courage/Confidence
Interpersonal Connection

TEAM BUILDING ACTIVITIES

GUIDELINES

VirtualFacilitationCollaborative.com
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Interpersonal Connection
Missing cues to understand
Engagement

Prior to the meeting
• Orientation to platform
• Vetiquette
• Agenda – Handouts
• Asynchronous

During the Meeting
• Discussion
• Polls
• Breakouts
• Reflection
• Chats
• Presentations
• Interactive PPTS
• Tasks