Full appreciation to Kimberly Bain, Canada; Simon Wilson, UK; Lilian Wang, Hong Kong; Penny Pullan, UK, Lucia Vasquez (Fairtrade) Germany, Peru

http://www.get2thepoint.org/facilitation.php
Virtual meetings - what are we talking about?

Learn it or be left behind

Tech advances ...

The sky's the limit

New normal?
A FACE TO FACE MEETING

What’s the same?

Battle of the senses

A VIDEO MEETING

Engaging People

What’s different?
Presence
Before a virtual meeting

Purposes? achieved by v. meeting?

90 minutes

Agenda change pace

Reduce uncertainty

Buddy for VIPs

Have Tech life guard +

Use simplest platform

Back channel as back up
During a virtual meeting (1)

Close extraneous stuff

Open 15/30 minutes ahead

Check in (use 5 senses)

Every 5 minutes engage

E.N.U.N.C.I.A.T.E.

Rules to encourage engagement

Roles Notes Time-keeper
During a virtual meeting

Use all resources: chat screen share, video, polling, music

Repeat question in chat, applause, keep running notes on whiteboard; draw; annotate slides

Need a break?
5 mins max ...precise ... timer ... stretches
After

Close to invite follow through
After meeting leave room open for chat

Send action note with memory image?

Continue the conversation

One thing to stop, one to start, one to improve
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