

A MEETING WAVE

BEFORE

DURING

AFTER



<http://www.get2thepoint.org/facilitation.php>

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

**The sky's
the limit**

Virtual meetings -
what are we talking about ?

Tech
advances ...

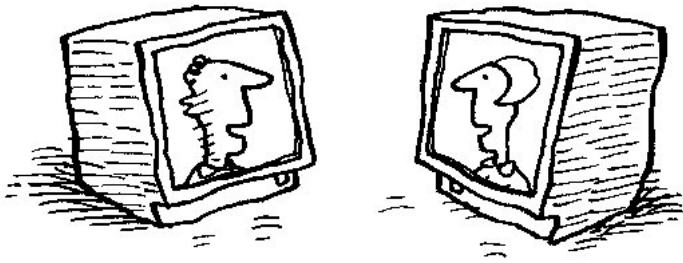
Learn it or be
left behind

New normal ?

A FACE TO FACE
MEETING



A VIDEO MEETING



What's the
same?

Battle of the senses



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 (2)

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
>>>>>>>>>> asynchronously

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

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