For Administrators:

1. Make sure everyone knows about the virtual meeting / class well in advance.

2. Send reminder one day before virtual meeting / class.

3. Send second reminder just an hour before starting.

4. Conduct dry run with at least one presenter the day before (You don’t have to go through everything; just make sure everything works technically).

5. Designate someone / TA ahead of time to take notes and vet questions via the chat (if possible).

6. Call in 10-15 minutes early. Welcome participants as they arrive.

7. Introduce the meeting or class 2 minutes after scheduled start. Set the ground rules at this time, including letting others know how questions will be handled. Have students identify where they can raise a virtual hand during the meeting and the chat area.

8. If the virtual meeting / class is in the form of a meeting, make sure any follow-up is clearly assigned to the appropriate participants.

9. Send out recording, or post in Moodle, etc. within 24 hours

10. Can I repurpose? Look to use clips on the company blog, YouTube channel or recruiting and/or promotional materials

11. Jot down lessons learned, and consider hosting a live discussion or informal Q & A for the future.
For Speakers/Presenters:

1. When writing your presentation, keep the audience in mind. Look for opportunities to engage them through questions, picture illustrations and real-life examples. When introducing a product or a piece of software, remember that real-time demonstrations are valuable.

2. Decide in advance whether or not you want the audience to see you.

3. Conduct a dry run with your administrator the day before. (You don’t have to go through your whole presentation, but get familiar with the software and make sure it’s working properly).


5. Call in at least 15 minutes early (Before joining, close out any personal applications on your computer).

6. Do not read your slides: Best practice is big fonts and as few words as possible— it’s up to you to explain, elaborate, and engage.

7. Show enthusiasm: Get to know your material well so that you can make it come alive.

8. Speak at a good pace. Most speak too fast when presenting, so slow it down. Exercise special care if you’re demonstrating software.

9. Schedule pauses in your presentation to handle questions. Integrate questions into your powerpoint so that you can poll students during your session.

10. Stick to a predetermined time for your core material. (Make sure there is plenty of time scheduled for questions, during and after).

11. Conclude with a sum-up and actionable advice; focus on key takeaways.

12. Provide your contact information and social media handles at conclusion.
For participants/attendees:

1. Make sure you have access to Zoom. (May require download)
2. Call in a few minutes early.
3. Make sure your phone or device is on “mute”.
4. Don’t interrupt. Raise your virtual hand or leave your question / comment in the Chat area.
5. Reach out to the speaker or moderator after the presentation if you’d like more insights, or to let them know you enjoyed the virtual meeting / class.