TEN TOP TIPS:

Effective online meetings

1. **EMBRACE VIDEO CALLING**
   Being present and seeing each other is an important part of keeping connected. Don't hide away or do other work during the meeting.

2. **USE HEADSETS OR EARPHONES**
   This will give better sound quality. Speak directly into the mic and remember to mute it when not speaking to limit background noise.

3. **SPEAK CLEARLY AND STEADILY**
   This will help ensure everyone can understand you. And try to modulate your voice, to keep people interested and engaged.

4. **ESTABLISH ETIQUETTE GUIDELINES**
   Agree a system to give everyone a voice. Arrange 'hands up' signals to agree who speaks next and use chat functions to allow everyone to contribute.

5. **REPEAT THE QUESTION**
   The chair or presenter should repeat questions they ask to ensure all participants are aware of the original question. Repeating the question in writing within a chat box could provide additional clarity.

6. **USE NAMES AND GIVE CONTEXT**
   When responding to chat comments, repeat the relevant remarks and make clear who you're responding to. Don't just say 'yes, Jane that's right' - others may not have seen Jane's comment and it won't make sense to them.

7. **KEEP SLIDES SIMPLE**
   Keep to a single thought per slide to help participants understand and focus on what's being discussed. It's better to have more slides with fewer things on them.

8. **KEEP SLIDES VISUAL**
   Your participants may be joining from a mobile device and wordy slides will be tough to read. Anchor your presentation on relevant, image-based slides.

9. **ENGAGE PARTICIPANTS REGULARLY**
   It's hard to simply listen online for a long time. Invite participants to give comments or ask questions, and use tools like chat or polls.

10. **BE EXPLICIT ABOUT ACTIONS AND SUMMARISE**
    Spell out clearly any actions that need to be taken and by whom. Summarise meeting takeaways and circulate notes promptly.

For more information and resources visit
cipd.co.uk/coronavirus

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