

# Need to Hold a Virtual Meeting? Here's How

*The idea of holding virtual meetings is top of mind these days as it may take a while before we are comfortable with going back to typical public meeting or stakeholder committee meeting formats.*

There are great reasons to have virtual meetings as part of an engagement toolkit and this is an opportunity to test their benefits:

- Broadening participation beyond those who are able to attend an event in person.
- Providing a resource for people to come back to enabling participation on their own schedule.
- Provide a good balance of information and opportunities to ask questions and obtain responses while minimizing grandstanding.



## VIRTUAL MEETING TIPS AND TRICKS

- **Lots of Promotion** - provide frequent, clear and concise communications. Put effort into promoting engagement opportunities.
- **Don't leave it all to one meeting** - engage often, sharing information regularly over time rather than focusing on one or two key "events".
- **Variety** - use a variety of tactics with focus on being visual and using strong graphics.
- **Advanced Homework** - provide participants with an agenda and material to review ahead of time to increase meeting clarity and the time available for dialogue.
- **Clear Agenda and Strong Facilitation** - help participants stick to the agenda through strong facilitation. Record and present feedback during the meeting to show participants you are listening.
- **Test Drive** - send instructions to participants ahead of time so they can make sure the technology works for them. Do a test run and leave time to adjust and come up with a backup plan if needed.
- **Slow down** - speak slowly and enunciate words.
- **Break up the presentation** - present the narrative in small chunks, and use cues so participants can easily follow along.
- **Verbally direct the audience** - use your words to tell participants where to look on screen (for example, "on the screen, you'll see the graph on the bottom right...").

## OUR SERVICES

- Assist with setting up, coordinating, and promoting virtual meetings
- Facilitate and moderate virtual meetings
- Create engaging and informative presentations and graphics
- Host engaging discussions with interactive presentation tools, and audience participation tools
- Facilitate and moderate Q+As and forums
- Provide agendas, summaries and reports, and documentation for virtual meetings

# VIRTUAL MEETINGS



## PUBLIC MEETING

Invite people to participate in a virtual presentation (use Webex, Google Meet, Zoom, YouTube Live, Facebook Live or a Telephone Town Hall). Use live polling (use Mentimeter, Poll Everywhere, Survey Monkey) as part of the presentation and where possible mention the live polling results as part of the information being presented. Some platforms allow participants to ask questions that only the moderator can view whereas others allow for questions to be seen by all participants.



Participants can ask questions of the presenter



Participants need to sign on at the scheduled time.

## OPEN HOUSE

Present information by posting display panels on the project web page and allowing people to flip through at their own leisure (post as a PDF or use [Issuu](#)). Ask for input through a survey (use Google Forms, Survey Monkey).

### Enhancements:

- Add a video or voice over of someone presenting the panels
- Advertise time where people can chat directly with a project team member to ask questions and provide input
- Post a FAQ responding to input received.



Participants can view at any time that fits their schedule



Limited opportunity for being responsive to questions

## STAKEHOLDER MEETING/WORKSHOP

Run a virtual stakeholder meeting or workshop with active participation (use Zoom or Google Meet to host). Engage participants through interactive exercises using digital tools (such as Mentimeter, Poll Everywhere, or Google Jamboard) to generate ideas and discussion. During the workshop or meeting, have participants break into small group discussions (have participants leave the main video call, and join a different call with their group). Have small groups re-join the main group to present ideas and topics of discussion.



Participants can engage with large and small groups in discussions



Requires a greater comfort level with using technology, and participants have to sign in at the scheduled time.

## CHECK OUT THE TOOLS

### SURVEYS AND POLLING

- [Google Forms](#)
- [Survey Monkey](#)
- [Poll Everywhere](#)
- [Social Pinpoint](#)
- [Mentimeter](#)

### WEBINARS

- [Webex](#)
- [Zoom](#)
- [Google Meet](#)

### INTERACTIVE PRESENTATIONS

- [Google Jamboard](#)
- [Google Slides](#)
- [Mural](#)