

# GÉANT VIRTUAL MEETINGS BEST PRACTICE CHECKLIST

## 1. PREPARATION - FACILITATOR

- Determine purpose of meeting (as per TCP)
- Send out clear agenda & timings
- Invite participants
- Plan opportunities to engage participants
- Send any additional material ahead of time
- Plan technical requirements
- Back-up plan

## 3. MEETING ETIQUETTE - PARTICIPANTS

- Respond to meeting notices
- Arrive in good time
- Know how to use meeting technology
- Limit background noise
- Use mute unless contributing
- Identify yourself
- Stay focused - speak clearly, be polite
- Contribute

## 2. TECHNICAL - PRODUCER

- Arrange technical requirements
- Check audio/visual
- Carry out prior check
- Ensure Technical Support available

## 4. FACILITATING - FACILITATOR

- Verify connectivity with participants
- Run through agenda & etiquette
- Instruct participants on processes/tools for providing input
- Encourage discussion & maintain control
- Evaluate meeting
- Verify date for next meeting (as per TCP)

## 5. FOLLOW-UP - FACILITATOR

- E-mail minutes & actions
- Provide clear actions
- Contact absentees

