Using the Technology to…
Conduct a Meeting

Conducting a successful meeting via interactive video is no different from any other meeting. It requires the planning, clear communication, good meeting management skills, and a leader. It is necessary to have an objective for the meeting, an agenda which has been pre-distributed, and to have reserved the use of the interactive video equipment and bridge, if necessary.

For a successful meeting, the following is suggested:

- Distribute the agenda and other documents to participants—including participants at remote sites—prior to the meeting.
- Make sure all participants know where the meeting is being held (at all participating locations) and ask them to arrive about 10 minutes early to get organized and start on time.
- While meeting in-person is often a preferred option, focus on the positives of meeting via video (reduced travel, better use of time, etc.)
- Appoint a chairperson to lead the meeting. This person's roll is:
    - Start the meeting on time.
    - Introduce themselves and other participants at the host site.
    - Initiate a "roll call" and establish clear audio and video connections at each site.
    - Establish meeting etiquette and set any guidelines.
    - Set/follow the agenda.
    - Allow for questions and conversation from each site.
- Arrange chairs and tables in a position so that all participants are seen by the camera. When moving the camera, use the remote, do **not** adjust the camera by hand.
- Be aware of a short delay in transmission and allow a pause for others to comment.
- Speak in a normal tone of voice (no need to "shout").
- Activate mute when not speaking to minimize background noise.
- Always have the camera on the current speaker (presets may be helpful).
- Only videotape a videoconference once you have permission from participants at all sites.
- The microphone is very sensitive—try to avoid drumming fingers, tapping pens or shuffling papers.
- To videotape, you will need permission from everyone present at each site.
- If needed, learn how to share documents through the technology to all locations.
- If a participant is unable to attend the entire meeting without interruptions, allocate a time or "window" in the meeting for their specific discussions/contributions.
- Contact the technology contact in advance with additional equipment needs. (i.e. Laptop)
- Save a copy of your presentation in such a manner so that you will be able to access it from locations other than just your own desk.