**Best Practices for VIRTUAL MEETINGS**

**Prepare in Advance**

**Host**
- Determine meeting purpose and who needs to attend.
- Send out calendar invite with a link to your video conference. Be sensitive of time zones and family obligations.
- Send out and share meeting materials for others to view ahead of time. Arrange any meeting roles such as facilitator or timekeeper.

**Attendee**
- Clearly express purpose and understand role prior to meeting.
- Review meeting materials and contribute to agenda.
- Review the materials, contribute to agenda, and be prepared.

**Meet and Stay on Track**

**Host**
- Be the first one to arrive, turn on your video, and acknowledge everyone in the meeting.
- Explain the purpose of the meeting and expected outcomes.
- Encourage input from everyone and use a "parking lot" approach for items that could derail the meeting.

**Attendee**
- Next technology before the meeting starts and be in the meeting on time, with your video on.
- Minimize distractions on your computer and avoid multitasking.
- Actively participate and mute yourself when you’re not speaking to prevent audio feedback.

**Wrap Up and Next Steps**

**Host**
- Leave time at the end for wrap-up and to identify next steps.
- Distribute meeting minutes, a recap of the discussion, and a summary of action items.

**Attendee**
- Ensure you understand your assigned action items and deliverables.
- Complete assigned actions in a timely manner.