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## TECHNIQUES

### For Conducting a ROCK STAR Virtual Meeting

- 1** Dress as you would for an in-person meeting. Check to make sure your background is appropriate.


- 2** Turn off notifications on your computer or other distractions that may pop up.


- 3** Say hello by turning on your camera or by using chat. Smile.


- 4** Be on time and fully present. Avoid multi-tasking during the meeting.


- 5** Incorporate a fun activity to set the tone for the meeting.


- 6** Look into the camera not at the screen or at yourself. Make eye contact.


- 7** Speak slowly and clearly into your mic and give people time to respond.


- 8** Use your collaboration tools to encourage engagement and inclusion.


- 9** Stop and pause frequently to ask for questions or clarifications needed.


- 10** Call on attendees who haven't had a chance to speak. Don't let a small group run away with the meeting.

