Effective Meetings in the Virtual World

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USMS Convention

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Planning an Effective Virtual Meeting

Battle the stats – Meetings = Waste

- Before
  - Who – meeting size, minutes
  - When – mutually convenient, duration
  - What – proposed agenda, speakers, documents
  - Risks – full attention, topic focus, respect opinions
  - Strategies – purpose and goals

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Conducting an Effective Virtual Meeting

- During
  - Roll call, Ground Rules, Roberts Rules
  - Explain purpose and goal(s) of agenda
  - Emphasize courtesy of listening
  - Encourage input from all participants
  - Keep discussion relevant
  - Restate points to clarify understanding
  - Identify action items (assign, delivery/response target)
  - Roundtable - allow final comments, new topics, as applicable

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Recapping an Effective Virtual Meeting

- After
  - Meeting minutes - standard format
    - Recap Old Business, New Business, Next Meeting
  - Post/distribute approved minutes
  - Action Item follow-ups
  - Continued discussions – forums, email, etc.

  Questions? Other Best Practice Ideas?

Cool Tools

Web Applications to help you
Organize and Run your Virtual Meeting

Scheduling

- Start with dates/times that are good for you
- Invitees click web link and indicate their availability
- Easier than responding to an email and typing in when is good and when is not
- Free! No registration needed by participants
  - Doodle.com
  - Whenisgood.com
  - NeedToMeet.com
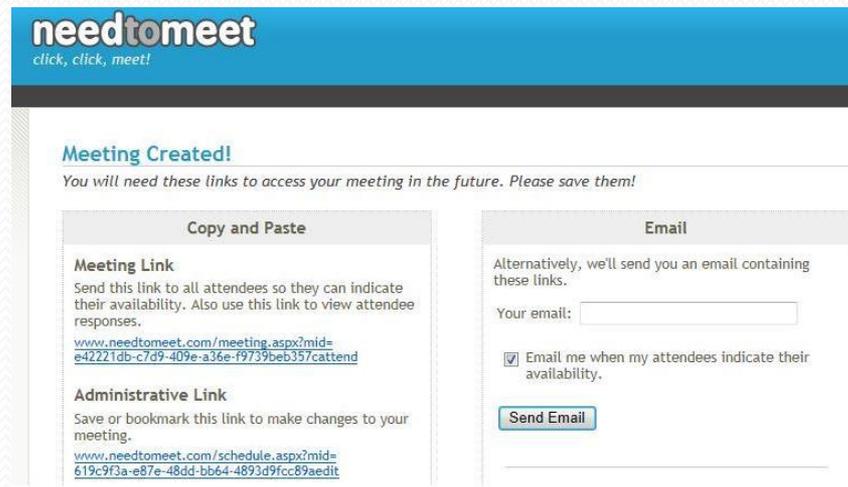
needtomeet
click, click, meet!

Meeting Created!
You will need these links to access your meeting in the future. Please save them!

Copy and Paste	Email
Meeting Link Send this link to all attendees so they can indicate their availability. Also use this link to view attendee responses. www.needtomeet.com/meeting.aspx?mid= e42221db-c7d9-409e-a36e-f9739beb357cattend	Alternatively, we'll send you an email containing these links. Your email: ☑ Email me when my attendees indicate their availability. [Send Email]
Administrative Link Save or bookmark this link to make changes to your meeting. www.needtomeet.com/schedule.aspx?mid= 619c9f3a-e87e-48dd-bb64-4893d9fcc89aedit	

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- Doodle clearly shows the best time
- You decide who the key participants are to pick your date

Sharing Documents

- PDF! Consider getting a PDF writer like CutePDF
- USMS Forums
  - Each LMSC has a forum already created (200mb limit)
- Wiggio.com
- GoToMeeting.com ($50/month)
- Google Docs
  - Create folders then create or upload documents into them and share with your committee

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Voting

- Approving meeting minutes or other offline decisions
  - Be sure to include these decisions in your next meeting minutes and not just mold away in email
- Elections – esp. when open to the membership
- Online tools
  - SurveyMonkey.com
  - Wiggio.com
  - BallotBin.com

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Teleconferencing

- Toll – Search "free teleconference services"
  - rondee.com
  - freeconferencecall.com
  - wiggio.com
- Toll-free
  - If usage is high, monthly plans may be optimal
  - Consider reimbursing volunteers for LD costs
  - Most free conferencing services also offer toll-free access numbers
    - rondee.com is $0.05/line/min and allows mix of toll and toll-free on same call

True Virtual Meeting

- Videoconferencing
  - People need cameras, mics and speakers
- Screen sharing
  - You see what is on meeting host's computer screen
- Whiteboard
  - Draw or document items for all to see

Summary

- Use good meeting techniques to make them effective
  - Robust and well-defined agendas
  - Send/post materials in advance for review
  - Clearly designate tasks, owners, deadlines & follow up
- Use web applications to collaborate more easily
  - Meeting scheduling
  - Document sharing
  - Voting
  - Teleconferencing