

Interim Body Chairs

Web Conferencing Best Practices

Scheduling the Meeting:

- Meetings should be scheduled at least 4 weeks in advance. If you have a Spanish-only speaking member, you should schedule your meeting at least 6 weeks in advance.
 - *The earlier you notify us of the meeting, the more likely we can use our free teleconference bridge and not have to use a fee based service.*
 - *The more lead time you give, the more likely members will be able to accommodate the meeting in their schedule.*
 - *This process takes longer when a Spanish-only speaking member is in your group as we have to ascertain if they can/will participate and then seek out available interpreters.*
- Encourage subgroups to meet separately to work on specific projects/tasks. Then have them report back to the whole group.
 - *This will increase the efficiency of the meeting.*
 - *Reports should be posted on the group Extranet site and discussed during the next meeting of the whole group.*
 - *Note that if you do not have an Adobe Connect trained host in the subgroup, someone in the subgroup will need to receive host training or the subgroup can choose to meet by teleconference-only.*
 - *Contact Brian Murray in the General Convention Office about creating subgroups in Extranet to assist with this work.*
- Meetings should not exceed two hours in length
 - *60-90 minute meetings are ideal.*
 - *It is challenging to keep people's attention in a virtual meeting for long periods of time.*
 - *If you have more work than can be accomplished in 2 hours, you should setup additional meeting(s) to accomplish that work.*
- Schedule a meeting with specific start and end times.
 - *It is challenging for people to maintain their schedules if they do not know when the meeting will end.*
 - *Having an established end time will ensure that the meeting does not exceed two hours.*
- Use a calendaring tool, such as Doodle (www.doodle.com), to help identify plausible meeting dates/times.
 - *This can easily help to identify good dates/time for a meeting.*
 - *Post the poll in a message to group via Extranet.*
 - *Always put a due date and stick to them (polls shouldn't be open for more than a week).*

- *Note that there will likely never be a time when all members will be available to meet, but make sure that a quorum is available before you settle on a date/time.*
- *If you would like instruction in using Doodle, you may contact Brian Murray in the General Convention Office.*
- *You can also schedule a meeting using the poll pod while in Adobe Connect. See instructions below in “Conducting the Meeting”.*

Preparing for the Meeting

- **Make sure you prepare a detailed agenda for the meeting.**
 - *This will help you identify all the items that should be addressed during the meeting*
 - *It will help keep the conversations from veering off track.*
 - *Post the draft agenda on the Extranet message board prior to the meeting. That way members can let you know if there are any other topics that should be addressed and can prepare accordingly.*
- **Send meeting materials to the Adobe Connect Host at least two days in advance so they can pre-load those documents in the meeting room.**
 - *Try to keep formatting simple for PowerPoint presentations. Some of the more complex formatting function can be skewed or lost as the document is converted for display in the meeting room.*
 - *Note that most documents (other than slides) will be converted to PDFs for display in the meeting room.*

Conducting the Meeting

- **Instruct people to mute their phones when not speaking.**
 - *Call quality can be dramatically improved by muting phone (ie. no feedback, heavy breathing, dogs barking, etc.)*
- **Take roll call at the beginning of the meeting.**
 - *Call the names from the attendee list that was sent to you by the General Convention Office one week before the meeting.*
 - *Ask if there is anyone in the meeting who is connected by phone only.*
 - *Ask if there was anybody whose name was not called.*
- **If there is an interpreter in the meeting:**
 - *Instruct participants to speak slowly*
 - *If the meeting is going to last more than an hour, allow a short break for the interpreter*
- **Be considerate to people with different personality types.**
 - *Extroverts are usually eager to speak, but can sometimes drown out the introverts in the meeting.*

- *Actively try to engage people that aren't participating by asking them a question specifically (ie. Joe, what do you feel about the proposal?).*
- **Stick to the agenda.**
 - *Make sure that the conversations stay on topic*
 - *Keep an eye on the time to make sure that you are actively working through all the items on the agenda and moving the conversation along.*
- **Schedule the next meeting date**
 - *At the end of the meeting, you should setup your next meeting date/time. You can poll the group using the poll pod in Adobe Connect.*
 - *Give the Adobe Connect Host a list of potential next meeting dates/times before the meeting so they can create the poll in advance.*
 - *If many people are missing from the meeting, setup a Doodle poll as described above to poll for meeting dates/times.*