FACILITATING **VIRTUAL** MEETINGS & EVENTS

10 TOP TIPS

1

KNOW YOUR TECHNOLOGY

Ensure you are comfortable with the technical functionality of your platform and you are well-practised in its use. When you exude confidence during facilitation, your participants will feel much more at ease.

2

BE PREPARED

Check your setup before each, and every, session. Check audio and video (if using) and that material is loaded and ready to use. Try to log in a second device to show the attendee view as this will provide reassurance.

3

GRAB ATTENTION

Grab attention at the outset, greet your attendees with warmth and enthusiasm – start networking and check their audio is fully operational.

4

FAMILIARISE PARTICIPANTS

Ensure that participants are comfortable with the technology, know how to interact, and demonstrate how their participation will make the experience a more enjoyable one.

5

INVOLVE YOUR AUDIENCE

Actively encourage participation in session; be aware of distractions and keep an eye on your attendees (monitor their 'online body language') and take steps to draw people in.

6

BE RESPONSIVE

Refer to people by name so that they feel included and part of your event. Keep a close eye on communication, including chat, and integrate this into the session to maximise audience engagement.

7

CREATE INTERACTION

Introduce varied and meaningful interaction every 3-5 minutes. Where possible, use a variety of visual material (words, photos, graphs, charts, video, webcam, demonstrations, screen shots)

8

USE YOUR VOICE

Vary your tone, pace of delivery and - most of all - smile! Participants can hear it. Try to think of your session as a 'conversation with' rather than a 'presentation at' – this will make a huge difference to your delivery.

9

BE NATURAL

Unless you are a professional actor, avoid reading from a script or the screen. Rehearse and rehearse again - so that you are completely confident and natural in delivering your material.

10

INCLUDE A BREAK SLIDE

Include a single 'coffee cup/break' slide at the end of your presentation deck which you can use for a quick break if needed. This can also come in handy if there's a technical issue you need to fix.

From quick-start to expert-level, we have off-the-shelf and bespoke programmes to get you up-to-speed in designing and delivering world-class virtual meetings and events.

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