



Virtual Meeting Facilitation Tips

Hosting a video conference is in many ways different from hosting a live meeting. If you are an MDT coordinator, consider the following facilitation tips to help your meeting run smoothly and stay on track.



Technology

- Choose the right platform for your meeting needs. The number of participants, length of the meeting, and confidentiality all factor into choosing the appropriate platform and platform tier for your team.
- Test technology prior to meeting and sign on early.
- Hold a practice session with your team.
- Use video to help the team stay visually connected.
- Provide alternate call-in options for those who may experience connectivity issues.



Structure

- Divide the meeting responsibilities.
 - Select a team member to facilitate the meeting.
 - Select another team member to manage the technical needs of the meeting.
- Maintain the rules and structure of in-person meetings.
 - Have an agenda.
 - Have clear objectives.
 - Clarify action items at the end of the meeting.
- Minimize presentation length.



Team Care

- Give members a voice into the development of your new meeting process.
- Use an icebreaker and/or allow time for and encourage casual conversation at the beginning of the meeting to foster professional relationship building.
- Encourage participation by calling on team members.
- Be forgiving of and roll with life intrusions – kids, pets, deliveries, etc.
- Thank everyone for their participation.