Effective Online Meetings

Our meeting sphere has recently expanded into online spaces!

This has been a steep learning curve for many of us, navigating the pitfalls of talking over each other and awkward silences waiting for someone to speak. We suggest a simple framework to follow for an effective meeting.

The Basic Framework

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**Having defined roles and responsibilities**
- Facilitator/Chair - leads meeting, calls on individuals to speak, asks questions
- Minute/note taker - keeps a record of meeting
- Technical Support - contactable for help with any tech issues
- Moderators - keep an eye on text chat, flags anything important to chair

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**A detailed agenda, that everyone has access to**

Make sure you plan for the meeting:
- Assign times to items
- Circulate before the meeting
- Everyone should familiarise themselves before attending and follow throughout

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**Clear logistics**
- Ensure all participants have access to the meeting
- Choice of platform (Chrome tends to work better with most platforms)
- Calendar/email invitation
- Provide instructions for access
- Technical support should help with this
- Those with defined roles for the meeting should log on early to test equipment and familiarise themselves with the set up

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**Rules / Conduct Guidance**
The following are generally a good set of rules to follow to achieve an effective online meeting:
- Joining slide with instructions for participants:
  - Mute microphone when not speaking
  - Refrain from sharing camera unless necessary, to save bandwidth
  - Participants should have read relevant documents beforehand
  - Chair should assume this too (don’t waste time asking if people have read …)
- Use the chat pane for comments/questions
- Try to minimise other sources of distraction

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However, before you set up an online meeting ask yourself if it’s really necessary? Could what you need to discuss been done with an email?

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*Effective Online Meetings* is part of the ‘Pop-Up’ training from the IAD. This training was introduced to try to tackle current challenges and uncertainties. If you have any ideas for future topics, get in touch via the webpage: https://edin.ac/3flrzc6

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If you need this in another format please email iad.researchers@ed.ac.uk