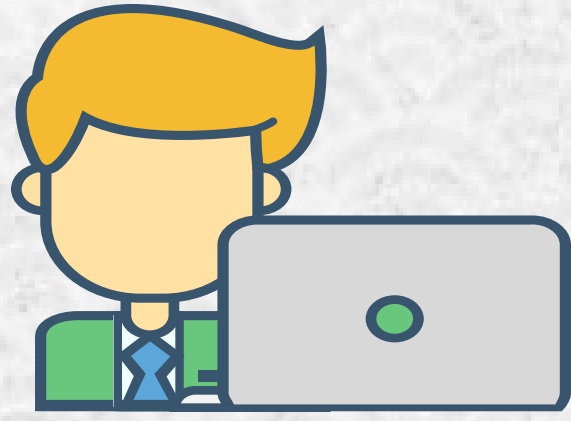
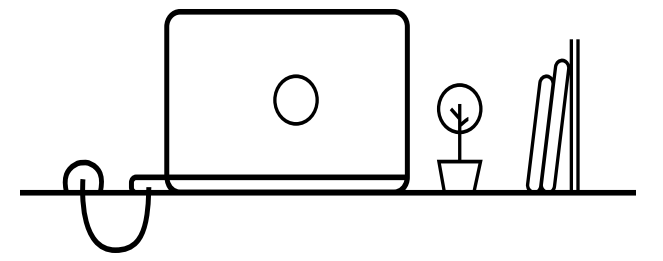


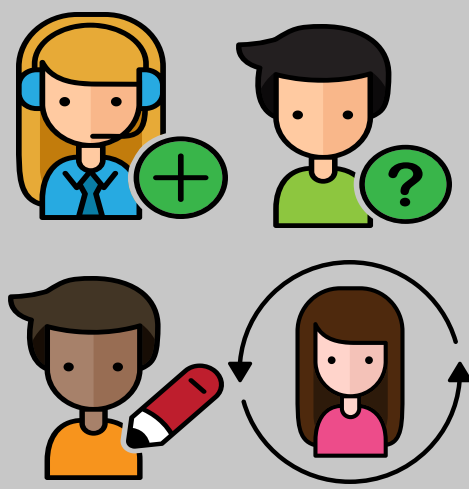
Effective Online Meetings



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



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

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



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 yourselves with the set up

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



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?

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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