Virtually Awesome! *Making the shift from in-person to online with ease*

Tips for Hosts

Make it Easy

- Get your logistics sorted: Send a calendar invitation with the link to the meeting, and encourage participants to try it early in case software needs to downloaded. Include a brief agenda, or at a minimum, the purpose and outcome of the call or meeting.
- Establish expectations early: Video on or off? What to bring? How to prepare? Share this ahead of time, and remind everyone again at the top of the meeting.
- Keep your agenda realistic and focused, and build in connection time.
- Let go of perfection! If you haven't done this before, there are bound to be hiccups. Go with the flow. You've got this.

Check Your Tech

- Log in early, test your mic, make sure you're lit (with lights, people). Do a test run with a friend or your spouse if they are also working from home right now!
- Use the tools available to you as host . I use 4 basics in Zoom: mute/video control, sharing screen, chat notes, record.
- If you are having connectivity issues, try turning off everyone's video, or ask participants to leave and rejoin the meeting.

Manage the Space

- Model good online etiquette: Be in a distraction-free zone; mute yourself; turn off your screen briefly if needed.
- Manage participants:
  - Do what you'd do in a face to face meeting: Introductions, review purpose and agenda -- and if this is a stressful time, allocate some check-in time for folks -- they may not have spoken with others for a few days!
  - Create agreements that support a virtual space: Hands up for speaking; take turns to avoid interruptions; use the chat function, etc.
  - Document actions and decisions and share them out later (assign this to someone if it's too much for you to manage).
- Manage the time: Everyone is relying on you to move through the agenda and respect the time; if this is a challenge, assign this task to someone who excels at it.

the heartrageous coach
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