

List of Virtual Meetings Best Practices for those of you who have not yet met online as a club, or are looking to improve your virtual meeting experience:

Grab a seat. This is going to be a bit long 🕒

TIP #1 - Post your meeting invite and online conference link to your website and all your social media channels (FB fan page, Instagram, Twitter, Meetup, wherever people find out about you) ([check @Cobb Communicators' invite as an example](#)).

PRO TIP: You can insert the additional step of requiring registration for the meeting. This will allow you to keep attendance (based on who registered versus who showed up live) and to have contact information for guests so you can follow up with them later in the week.

TIP #2 - If you are using Zoom, as we at Cobb Communicators are, have everyone download the free Zoom app ahead of time so that all they have to do at the time of meeting is click the link provided and log in to join the meeting. (Frankly, do this with any other app you may be using, WebEx, GoToMeeting, etc.)

TIP #3 - Have an image of the flag ready to post and screenshare when it is time to do the Pledge of Alliance.

TIP #4 - Send the agenda to the list ahead of time so they have it ready for the meeting, and can recite the Club Mission at the start of the meeting.

TIP #5 - All scheduled speakers should send their bio/intro ahead of time to the Toastmaster of the Day, but this doesn't always happen. If you must do it the day of, write it before the meeting, and copy/paste the intro in a private message to the TOD via Zoom's chat feature. Also, next tip notwithstanding, make sure to send the Evaluation Worksheet to your Evaluator. The more we make it easy for everyone to do their job, the more seamless and enjoyable our collective experience will be.

TIP #6 - Evaluators - make sure you have the evaluation sheet from the Speaker, or ask the VPE for it. It makes everybody's job easier when you take the proactive step of making sure you have what you need to do the job you signed up for. Don't throw up your hands in resignation that the speaker didn't get it to you. The Toastmasters Angels will be smiling upon your good deed!

PRO TIP: Convert the Evaluation Worksheet to a fillable PDF where you can type in your answers directly and you can just save and email to the speaker for their records and the VPE for Pathways purposes (You can [use a free service like the aptly named http://convert-pdf-to-fillable-form.com to do it online without having to download software](http://convert-pdf-to-fillable-form.com). Or else, if you already have Adobe Acrobat, you can do it inside their software). Otherwise, a great workaround is to write the evaluation questions and your answers on a simple Google Doc and share it with the speaker and VPE that way.

TIP #7 - Log on 15 minutes early to work out any kinks or last minute changes to the agenda, answer questions, connect, etc.

TIP #8 - Ensure your background (visual and audio) is as clean, clear, uninterrupted and undistracting as possible. Keep it PG 📷

PRO TIP: If you have a green screen, you can even change your background and add the Toastmasters logo behind you like the picture attached to this post. [#FlexYourToastmastersSwag](#)

TIP #9 - Zoom Admin: Create 3 polls as needed - a poll for Best Speaker, Best Evaluator and Best Table Topics ahead of time, to post at the appropriate time when you get to the voting part of the meeting.

TIP #10 - Just as we do not reveal votes in regular meetings, do not reveal poll results in the virtual meetings. Simply notify Toastmaster of the Day who the winner is via private chat.

TIP #11 - Mute everyone when entering and for the rest of the meeting. Only Tech Toastmaster of the Day and whoever has the floor should be unmuted.

TIP #12 - Add "Tech Toastmaster" as an additional role to the agenda. Whoever has the Zoom Pro account and/or is most familiar with the platform should work hand in hand with the Toastmaster of the Day to ensure a smooth meeting.

TIP #13 - Although recording the meeting is not necessary, offer to record the scheduled speakers if they so choose for additional feedback. For many of us, this is the first time delivering a speech in a virtual environment and it is very useful to be able to see ourselves in action. We have the technology at our fingertips, why not use it.

Resource: Post from Monika Ogando Halsey, Cobb Communicators