

TIPS FOR A SUCCESSFUL VIRTUAL MEETING

Use these tips to ensure your MLA InSight Virtual Summit is a success.

SET UP YOUR ENVIRONMENT

- Determine the right location for you.
 - If you work in a shared office space or cubicle, consider participating in the virtual meetings from home.
- Decide which device you are using.
 - You will need a device that can download or is equipped with the Zoom Desktop Client or Mobile App.
- Eliminate all distractions.

PREPARE YOUR TECHNOLOGY

- Ensure your selected device can run the Zoom Desktop Client or Mobile App
 - For more details, visit <http://zoom.us/download>
 - Become familiar with being in a Zoom breakout room with [this video](#).
- Make sure your webcam works. Test your webcam in advance. Video availability helps with nonverbal communication and prevents other distractions.
- Locate the mute button on your device and on the Zoom interface. Be prepared to mute yourself when you're not speaking, but don't forget to unmute yourself when it's your turn to talk again.
- Ensure you can access the InSight Initiative Community of Practice (CoP) site and your respective group forums.
 - To access the CoP site, visit <https://www.mlanet.org/p/co/ly/gid=889>
 - If you are new to MLAnet and did not receive an email with your login credentials or a welcome email from Kate Corcoran at websupport@mail.mlahq.org, please contact your Summit Facilitators.
- Take stock of your headphones, microphones, and computer chargers before the meeting begins.
- Turn off non-essential devices.

BE READY TO BE FULLY ENGAGED

- Familiarize yourself with the schedule and keep a copy handy at your workstation.
- Be aware of the Zoom meeting details sent to you in advance and located on the schedule.
- Remember that you planned to spend two days in Chicago away from the office with your non-essential devices turned off during the in-person meeting.
- Note the break times and make plans for how to best utilize them.
 - Consider your meals, any side conversations with small group members, etc.
- Keep your workstation stocked with nourishing snacks and beverages (so you don't need to take an unscheduled break).
- Dress comfortably!



Image source: <https://www.business2community.com/strategy/6-simple-rules-hosting-better-virtual-meetings-01697793>