BusinessUnboxed

Making Online Meetings Work

Thanks for taking a look at this guide to making your online events work, we hope that you find it helpful.

If you'd like to talk about our flexible meeting support services, please get in touch at hello@businessunboxed.co

First things first: have a plan

Objectives: have very clear objectives for your session. What outcome do you want to achieve? What action will you expect people to take as a result of attending?

Publicity: Whether it's an internal, or external event, make sure that the right communications go out at the right time to ensure people know when and how to join you.

Timings: As they say, timing is everything! Have a plan for pre-, during and post-session activity.

Top Tips for a great session

A WARM WELCOME

Start as you mean to go on with a warm welcome.

PLAN TO ASK QUESTIONS!

Use Chat and Polling tools to keep people engaged.

CHANGE ACTIVITY

A varied agenda is more productive and interesting.

Get some support!

An engaging, informative and productive online meeting or event doesn't happen by accident.

Having an extra pair of hands to trouble-shoot technical issues, line up presentations and monitor Chat means you can focus on delivering your message without distractions.

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Don't forget...

TEXT CHAT

Text Chat be used to ask and answer questions, share links and clarifications

BREAKOUT ROOMS

Promote small group work and discussion by using Breakout Rooms

WHITEBOARD/ANNOTATIONS

Collaborative working on screen

Rehearse!

Test your plan by having a dry-run. Make sure technical elements work smoothly, not just your own delivery.

Practice giving your presentation for real, out loud - flush out the tricky bits and the words you stumble over in time to fix it!

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Need some back-up?

Ever felt like you don't have enough screens (or hands) when running an online event?

Flexible, pay-as-you-go online meeting support could be the answer!

Good luck!

WE HOPE YOUR EVENT IS BRILLIANT.

If you'd like some back-up, we're here to help with everything from minute-taking to technical trouble-shooting.

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