

# TIPS FOR RUNNING A VIRTUAL MEETING

## *Planning*

- Create an agenda
- Send agenda and/or materials with meeting invitation
- Test run the technology
- Designate someone who can solve technical issues if they happen while the meeting is going on so you can concentrate on what you are doing. If it has to be you, have a plan or something they can do while you fix a tech issue.

## *15 Minutes Before*

- Set up tech and materials
- Check email for responses and questions
- Double check audio and video settings
- Have a guide (pdf) to send to people who may have tech issues or problems.

## *During Meeting*

- Start on time
- Review expectations
- Allow for introductions
- Do not multi-task
- Check attendee list
- Monitor for questions



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