



eLearn Virtual Classroom Tips for running a successful meeting

General Tips

- Send out any documents prior to the meeting
- Ensure all participants have a headset with microphone and have run through the wizard prior to the meeting
- Assign roles (see information to follow)
- Set ground rules at the beginning of each session e.g. raise hand before speaking; don't speak over the top of other people
- Recap and summarise often
- If appropriate use the round robin technique to ensure everyone's opinion is stated
- Close all other applications that are not required.

Tips for Facilitators

- Know the virtual meeting rooms features – use emoticons (particularly the tick, cross and raising hands. Also use the text tool on a blank eboard screen to brainstorm)
- Discuss your responsibilities with the chair eg. do they want you to attempt to answer any questions in the chat or do they want you to alter them to the questions as they arise, or do they want to answer all question at a set point in the meeting
- Log in early to be ready to greet people as they arrive and test their audio and visual capabilities
- Before the meeting starts run through the features of the virtual meeting room
- During the meeting monitor the chat area as per your discussion with the chair
- At the conclusion of the meeting wait around to see if anyone needs any more assistance

Tips for the minute taker

- Discuss with the chair your role
- Know the virtual meeting rooms features
- The meeting can be recorded:
- Start the archive
- End the archive
- Discuss with the chairperson, who will be able to have access to this recording, publish link as required
- Monitor yes and no responses to decisions

Roles

To have an effective meeting in a virtual meeting room you will need to assign roles and responsibilities.

Suggested roles:

Chairperson – this person will have presenter rights and will be responsible for running the meeting

Facilitator – this role will welcome people to the meeting, provide information about how the meeting room works, testing audio and visual of each meeting participant, monitor the chat and hands raised and support the chairperson

Minute taker – while the sessions can be recorded it will still be important to have a minute taker, if there is any voting during the meeting it will be their responsibility to keep a track of yes or no responses to the discussion

