**Guidance note - 10 top tips for effective online meetings**

1. **Embrace video calling.** Being present and seeing each other is an important part of keeping connected. Don’t hide away or do other work during the meeting.
2. **Use headsets or earphones.** This will give better sound quality. Speak directly into the mic and remember to mute it when not speaking to limit background noise.
3. **Speak clearly and steadily.** This will help ensure everyone can understand you. And try to modulate your voice, to keep people interested and engaged.
4. **Establish etiquette guidelines.** Agree a system to give everyone a voice. Use the ‘hands up’ signals to agree who speaks next and use chat functions to allow everyone to contribute.
5. **Repeat the question.** The presenter should repeat questions they ask or before answering them, to ensure all participants are aware of the original question. Repeating the question in writing within a chat box could provide additional clarity.
6. **Encourage opinions and ideas during meetings.** The best ideas can come from anywhere in the team.
7. **Keep slides simple.** Use the technology to present information by sharing screens and presenting information in Powerpoint slides. Keep to a single thought per slide to help participants understand and focus on what’s being discussed. This will be more valuable that simply speaking all the time.
8. **Keep slides visual.** Your participants may be joining from a mobile device and wordy slides will be tough to read. Anchor any presentation of information on relevant, image-based slides.
9. **Engage participants regularly.** It’s hard to simply listen online for a long time. Invite participants to give comments or ask questions, and use tools like chat or polls. Listen for at least half the meeting.
10. **Be explicit about actions and summarise/ make a note of key actions.** Spell out clearly any expectations that need to be taken and by whom. Summarise meeting takeaways and circulate notes promptly.