

Resources for Conducting Virtual Meetings

There are many platforms available for virtual/online meetings. They all have free options for smaller groups and features vary but they all have basic capabilities that would be sufficient for a club meeting and can be used on laptops or mobile devices. Here is a list of a few of them:

<https://free.gotomeeting.com/>

<https://www.freeconferencecall.com/online-meetings>

<https://zoom.us/>

Google Hangouts

Skype for Business

Adobe Connect

There are also a lot of resources with tips and guidelines for conducting virtual meetings. Within the club context the agenda will be pretty much the same as for an in-person meeting but will take more planning and preparation and the moderator, probably the Toastmaster for the meeting, has an active role in making sure transitions between presenters are efficient and smooth. Regarding timing, something I've seen used effectively is to place timing cards in front of a camera (the Timers if everybody is separate, the meeting hub's if part of the group is together in one place) and the presenter needs to watch the screen it will appear on (most of the apps will allow you to see multiple participants at one side of, the top or bottom of your screen—if you are a presenter you need to make sure you can see the one the timing cards will appear on). There are several links to resources available below to help in planning and running your online meetings.

9 Steps to Leading a Successful Online Meeting:

<https://www.mindmeister.com/blog/guide-leading-online-meeting/>

5 Tips for Conducting a Virtual Meeting:

<https://www.inc.com/guides/2010/12/5-tips-for-conducting-a-virtual-meeting.html>

Online Meeting Best Practices, How To Conduct Successful Online Meetings:

<https://www.mikogo.com/downloads/docs/host-successful-online-meetings.pdf>

How to Conduct a Productive Online Meeting:

<https://www.youtube.com/watch?v=21GxgHyjHKM>