

HOW TO GET THE BEST OUT OF REMOTE MEETINGS

SOME USEFUL HINTS
AND TIPS

INTRODUCTION

- Use the Zoom Gallery view
- Update your name with a favourite food .. e.g. Craig (Fish and Chips)
- Share the presentation / slides in chat, so people can see the slides and each other at the same time.



ICE BREAKERS

- ★ What was a favorite moment of [insert any time frame]?
- ★ What was your first job?
- ★ What's your favorite food? Drink?
- ★ What's your biggest guilty pleasure?
- ★ Where's your favorite place to go on vacation?
- ★ What's your favorite smell?
- ★ If you were an ice cream what flavor would you be?
- ★ Do you have any pets?
- ★ What's the last movie you cried during?
- ★ What's your favorite sport to watch/play?
- ★ Did you have any imaginary friends when you were young?
- ★ What's your favorite color?
- ★ What's your biggest pet peeve?

- ★ What's your favorite season and why?
- ★ If there was a movie made about your life, who would play you?
- ★ What do your surroundings look like?
- ★ What's your favorite movie?
- ★ Do you have a favorite music group, era or album?
- ★ When I dance I look like _____. [fill in the blank]
- ★ Share a favorite memory that includes food
- ★ What's the story of your name?
- ★ Take a picture from your window and have people guess where you are.
- ★ What's the weather like where you are?
- ★ Show something that's on your desk and tell a story about it.

VIDEO CONFERENCE TOOLS

- Zoom
- Teams
- Slack
- Skype
- Go to meeting
- + more..

INVITATIONS

- Link to the call
- Why are people invited?
- The purpose / outcome of the meeting
- Any preparation before the meeting
- Expectations of people during the meeting (Do they need to be seen/heard?)
- Tell people about any tools beforehand



PREPARATION

- Get prepared 5-10 minutes before the meeting
- Set up in a quiet area
- Have some water
- Ensure technology (computer, headphones, camera) and network is working
- Any tools are loaded
- Slides are ready

CAMERA ON!



- Risks?
- Camera shy?
- Don't like seeing themselves? – Hide self view / post it / change to mirror view.
- Distractions from behind
- Unprofessional background
- Ask for a minimum of 2 mins at the start and end

BAD EXPERIENCES = LOW EXPECTATIONS

HERE ARE SOME QUICK TIPS..

- More planning is required than in-the-room meetings
- Structure the meeting for participation
- Design the meeting with engagement in mind
- Have a team remote meetings agreement
- Have a facilitator
- Plan a stretch break into your meetings if possible
- If there is some background noise mute mic until you want to speak
- Try to build in social time

CONFERENCE CALLS IN REAL LIFE

- https://www.youtube.com/watch?v=DYu_bGbZiiQ

PLANNING – DESIGN BRAIN FRIENDLY EVENTS

Read Me –

1. Movement trumps sitting
2. Talking trumps listening
3. Images trump words
4. Writing trumps reading
5. Shorter trumps longer
6. Different trumps same

<https://bowperson.com/wp-content/uploads/2018/08/6TrumpsInfographic.pdf>

HYBRID MEETINGS

- Don't do them! - I remote / All remote!
- Design meetings remote first – remote to contribute first.
- Make use of chat text, before, during and after.
- Assign remote people an in-the-room buddy
- Assign a note taker
- Tick off when people participate to ensure equal

COLLABORATION TOOLS

- Google docs / Office 365
- Real time boards
 - Google Jamboard
 - Mural
 - Linoit
 - Miro
 - Rapport

DEALING WITH OVER TALKERS

- Let leaders speak last
- Use visual cards to prompt moving on
- <https://www.collaborationsuperpowers.com/wp-content/uploads/2017/05/Visual-Cards-A4.pdf>
- Call on individuals to contribute



ADAPTING ACTIVITIES TO MAKE THEM REMOTE

- What's the purpose of the activity? Can we do this remotely and achieve that purpose?
- If so, how can we maximise:
 - Attention
 - Interaction
 - Feedback

ADAPTING ACTIVITIES TO MAKE THEM REMOTE 2

- What's the purpose of the activity? Can we do this remotely and achieve that purpose?
- If not, can we:
 - Redesign the activity to make it work?
 - Introduce tools to make it work?
 - Find another activity to achieve the same purpose?

USEFUL RESOURCES

- <https://www.collaborationsuperpowers.com/remote-resources/>
- <https://www.infoq.com/articles/can-your-meeting-kit-cut-it/>
- <https://www.infoq.com/articles/remote-meetings-article-series/>
- <https://www.mindtools.com/community/ExpertInterviews/WayneTurmel.php>

- Any Questions?