

Tips for Virtual Meetings

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For NACAA 'Coffee Break' – May 4, 2020



Outline

- Platforms and meetings
- Noticing and inviting
- Thoughts on running a smooth meeting
- Thoughts on internal meetings





Platforms and meetings

- Public meetings for SIP submittals
- Public hearings for permits
- Public meeting – Air Management Study Group
- Internal meetings

Noticing and inviting

- WDNR utilizes a public notice webpage and email subscription/notification list

Upcoming public hearings, meetings and notices

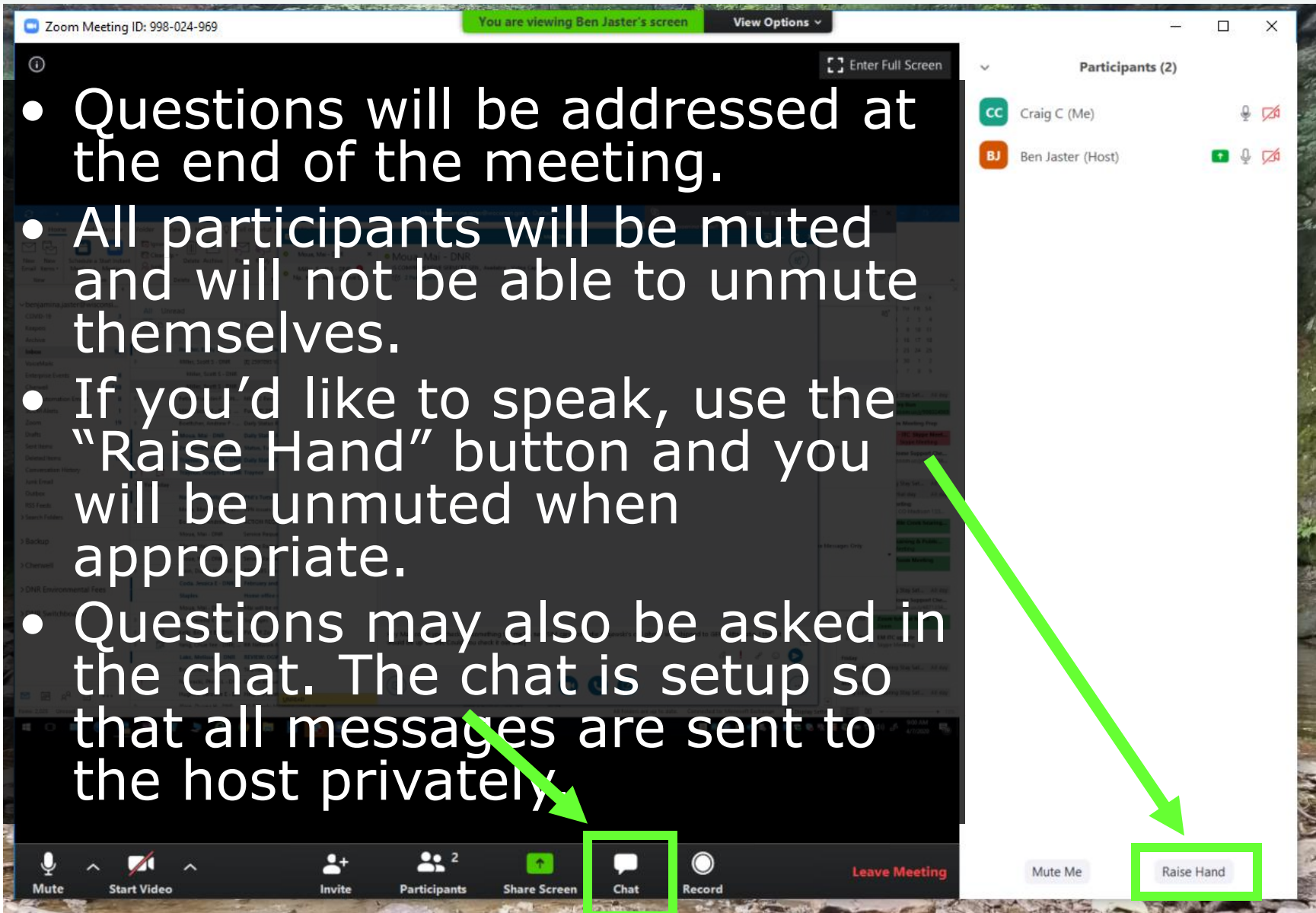
Date & Time	Location	Subject	Contact(s)	Additional Information
April 8, 2020 2 p.m. - 3 p.m.	Online meeting. Join here .	Air Management Study Group Meeting	Craig Czarnecki	The air program is holding a special AMMSG meeting to share information regarding COVID-19 and impacts to the program.

Running a smooth meeting

- Rehearse, especially if this is your first time
- Prepare your audience (see next slide for an example)
- Attendance
 - Do introductions for all attendees
 - Call out those you can see and ask phone number/mystery guests to identify themselves
 - Recording or screen image
- Visual content
 - Show something at all times
 - Follow best practices for slides
- Internet access
 - Provide a call in number
 - Plan for something to go wrong
- Silence is ok – leave space for people to come off mute

Zoom Guidelines

- Questions will be addressed at the end of the meeting.
- All participants will be muted and will not be able to unmute themselves.
- If you'd like to speak, use the "Raise Hand" button and you will be unmuted when appropriate.
- Questions may also be asked in the chat. The chat is setup so that all messages are sent to the host privately.



Internal meetings

- Program chats
- Use of a polling or question function



Join the meeting

1. Use your phone to open a web browser.
2. Go to Slido.com
3. Event code: [air422](#)

Joining an event?

By using this app I agree to the Accessibility Use

Thanks! Questions!

