



## TIP AND TRICKS FOR VIRTUAL / ONLINE MEETINGS

### Options:

- [Skype for Business](#)
- [Zoom](#)
- [Telus conference calls](#)
- [Bell conference calls](#)
- [What's App](#) audio and video calls
- [Google Hangouts](#)
- [Meet](#) (uses Chrome)
- [Microsoft Teams](#) (uses Microsoft Edge)
- [Facebook Messenger](#)/FaceTime Chat
- [Digital-adrenaline](#) (requires Chrome and paid subscription)

The following are webpages that list various and additional platforms for hosting on-line meetings:

- <https://www.hongkiat.com/blog/online-meeting-tools/>
- <https://www.foxbusiness.com/features/the-best-online-platforms-for-virtual-meetings>
- <https://www.pcmag.com/how-to/how-to-hold-a-virtual-meeting-for-free>

### Tips for Skype

- Use the side bar for typed conversation and to add comments
- You can attach documents (i.e. NPC Board report) that everyone can have access to and view during the meeting
- You can use the Telephone option to call in (numbers in the email invite), but the creator of the meeting has to dial in by telephone or else it doesn't work.

### Tips for Zoom

- For laptops you can hover your mouse on the bottom portion of your screen in order to mute/unmute your microphone, have reactions (e.g., thumbs up for board motion approval or that you would like to speak)
- Side conversation for all to see is available. You can also have the option to send someone a private message during the call
- Anyone can pull up a document for everyone to review. They can scroll through the document, etc.
- Host can mute all participants
- Free however, the call is limited to 40 minutes. If a board member has a license, they can have 100 participants and unlimited calling time

**General tips for successful meetings:**

- If you are the host prepare an agenda in advance, so everyone knows what will be discussed
- As with a face to face meeting be respectful of everyone's time
- Remind people to mute their mikes when they are not speaking
- Put everyone at ease in the case of interruptions from other household members (especially in these unprecedented times)

Additionally, here are a few interesting article/webpages on best practices for virtual meeting etiquette and hosting on-line meetings:

- <https://hbr.org/2015/03/how-to-run-a-great-virtual-meeting>
- <https://smallbiztrends.com/2017/06/online-business-meeting-etiquette.html>

**How Non-Profits Can Establish Effective Telecommuting Practices (ARPA REConnect, March 2019)**

With the current public health situation, employees and organizations around the world are shifting to become accustomed to working from home. In an effort to flatten the curve, workplaces may be dealing with a steep learning curve that accompanies the swift shift to remote work environments. For tips and tricks on how to most productively work from home, while still maintaining a healthy work-life balance, click [here](#).

