

# A Guide To Virtual Best Practices

## HOW TO MANAGE AN EFFECTIVE MEETING



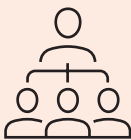
**TEST** your video & audio before the meeting.

**CENTER** yourself on the screen. You should be able to reach the webcam.



**AVOID** busy or distracting backgrounds. Use a filter to blur your background or use a branded background with your club's name and logo!

**IMPORTANT!** Secure the necessary accessibility support to ensure all attendees can access the information shared at your meeting. Ask attendees ahead of time if they need accommodation for language, visual aids, or any other need.



**WORK** with your team to prepare a meeting agenda, and decide who leads each part of the meeting.

**FOLLOW YOUR PLAN!** Your meeting agenda will help you stay on track. Share a copy of the agenda with attendees before the meeting or share your screen with a presentation slide.

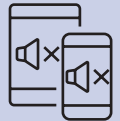


**ASK ATTENDEES** to turn their audio off when they are not speaking, as background noises are distracting and disruptive.

**MAKE** eye contact with your webcam, not with the faces on your screen.

**ASK FOR HELP FROM YOUR TEAM!** One person can manage the technical parts of your virtual meeting, such as monitoring the chat box and admitting attendees, while the other person leads the discussion and engages with members.

**ELIMINATE** background noise by silencing your devices, and ask attendees to do the same.



GET READY

FOCUS

FOLLOW UP

GO WITH THE FLOW



WORLD FEDERATION OF  
**YOUTH CLUBS™**

### END YOUR MEETING

by reviewing the major takeaways and to-do lists to ensure that everyone understands the next steps.



**EMAIL OR MESSAGE** meeting attendees with follow-up information within 1 or 2 business days. Remember to include links and attachments!



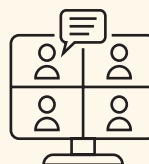
**INVITE MEMBERS TO SHARE** their feedback about the meeting or membership experience. Listen to their comments, and use that information to improve in the future.

**IF YOU ENCOUNTER A TECHNICAL DIFFICULTY,** keep going, as long as attendees can hear you.



**TIP!** Internet connections can be challenging. Turn off your video if you experience lag.

**IT IS OKAY** to feel nervous before leading any kind of meeting or presentation. If you make a mistake, keep going! Attendees will not know you made a mistake unless you tell them.



**OTHER QUESTIONS** or topics may arise depending on current events. Listen to attendee's concerns and answer questions or address important topics that impact those in the meeting.

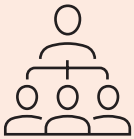
# A Guide To In-Person Best Practices

## HOW TO MANAGE AN EFFECTIVE MEETING



**SELECT A MEETING SPACE** that is adequate for attendees. Follow local public health guidelines as needed.

**IMPORTANT!** Secure the necessary accessibility support to ensure all attendees can access the information shared at your meeting. Ask attendees ahead of time if they need accommodation for building accessibility, language, visual aids, or any other need.



**WORK** with your team to prepare a meeting agenda, and decide who leads each part of the meeting.



**ASK FOR HELP FROM YOUR TEAM!** One person can take attendance and help with member needs, and the other can lead the discussion.

**PROVIDE A SPACE** that is free from major distractions.

**ELIMINATE** background noise by silencing your devices, and ask attendees to do the same.



**FOLLOW YOUR PLAN!** Your meeting agenda will help you stay on track. Share a copy of the agenda with attendees before the meeting or display it using a screen share for virtual meetings or a larger screen for in-person meetings.



**END YOUR MEETING** by reviewing the major takeaways and to-do lists to ensure that everyone understands the next steps.



**EMAIL OR MESSAGE** meeting attendees with follow-up information within 1 or 2 business days. Remember to include links and attachments!



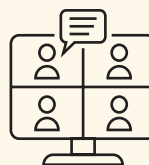
**INVITE MEMBERS TO SHARE** their feedback about the meeting or membership experience. Listen to their comments, and use that information to improve in the future.

**IF YOU ENCOUNTER A TECHNICAL DIFFICULTY,** keep going, as long as attendees can hear you.



**TIP!** Internet connections can be challenging. Turn off your video if you experience lag.

**IT IS OKAY** to feel nervous before leading any kind of meeting or presentation. If you make a mistake, keep going! Attendees will not know you made a mistake unless you tell them.



**OTHER QUESTIONS** or topics may arise depending on current events. Listen to attendee's concerns and answer questions or address important topics that impact those in the meeting.