

# TIPS TO LIVEN UP YOUR VIRTUAL MEETINGS

## JCSW Subcommittee on Career Advancement

### verbal cues

- Start the meeting with a welcoming tone.
- Consider using brief icebreakers or quick games to warm up the group.

### non-verbal cues

- Nod your head to convey agreement.
- Smile to show encouragement.
- Look directly at the camera to signal your full attention.

### visuals

- Invite participants to have their cameras on to help everyone feel part of a live community.
- Use videoconference "reactions" to emphasize certain points (e.g., thumbs up, clapping).

### chatter

- Use the chat function to ask questions, to build on ideas that have been raised, or to make follow-up points.
- Use breakout functions to have subsets work on concrete agenda items.

### plan ahead

- Send out agendas ahead of time to spark idea generation.
- Send out materials to review in advance (in limited amounts).
- Set up polls to generate input on key questions.

### empathize

- Recognize that some participants may not be able to have their cameras on
- Suggest having cameras on for limited periods (during Q&A, breakouts).

### anticipate logistics

- Optimize your camera angle to show your face at eye level.
- Ensure that you have direct lighting to avoid harsh shadows.
- Double check your audio input and output.
- Be attentive to possible distractions (phone ringer, background noise).