**Before Hosting a Meeting**

**Prepare**
- Create and send the agenda in advance
- Email/Send handouts in advance
- Be clear what you want attendees to prepare/review prior to the meeting
- Allow enough time to set up the technology before the meeting, e.g., camera/video, screen sharing, chat
- Familiarize yourself with virtual meeting technology and features

**Embrace technology**
- Offer a virtual option for every meeting, Princeton has an enterprise license with Zoom.com
- Install the Outlook Zoom plugin to easily include a virtual option when you send meeting invitations
- Include the faces of virtual attendees and/or screen sharing, when possible
- Use any video tools you have, e.g., laptop cameras, FaceTime, webcams
- Collaborate on documents via SharePoint
- If appropriate, record the meeting for virtual attendees and/or meeting notes

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**When Hosting a Meeting**

**Keep it inclusive**
- Build trust and rapport with a few minutes of interaction before the meeting
- State the meeting objectives, goals, and reason for meeting
- Introduce everyone, especially virtual attendees
- Write virtual attendee names on tent cards by the audio speaker
- Ask virtual attendees for input, every 10-15 minutes or before moving to a new topic
- Decide if using the chat feature; if yes, assign someone to manage the incoming messages

**Stay focused**
- Ask attendees to be present - take a break from email and phones
- State any ground rules upfront, e.g., say names before speaking, avoid side conversations, be open to new ideas
- Ask virtual attendees to use their mute button when not talking
- Know your key talking points, and timing for each agenda item
- Turn off your device notifications, put devices on silent mode

**Leave with clear objectives**
- Summarize deliverables, next steps
- Agree on follow-up tasks and timeframes
- Determine next meeting, if needed