Guidance for Teleconferencing

Following Government guidelines, all LRWA meetings due to take place in the coming months will be going ahead as "virtual meetings".

Most people have some experience of virtual meetings, from facetime with the family to regular international team working with many participants. Follow the below tips for a positive virtual meeting experience.

1. **Connect ahead of the meeting start time**

   As with a face-to-face meeting, get there 5 minutes early and have a chat. This not only helps get the meeting off to a positive start but also allows time for any potential technical issues to be resolved.

2. **Have well defined role**

   A facilitator (normally the host and/or chair) and a note taker if required.

3. **Do a roll call**

   Ensure you know who is on the call by doing a quick roll call. We suggest that the meeting host starts by going through the list of attendees and asking who is present. It is also useful to have a presentation ready to use with a list of expected participants.

   It is also important for transparency seeing as you may not be able to physically see them and good for everyone to know who they are talking to.

4. **Speak up if you have an issue**

   Can't see the slides? Excessive background noise? Need a comfort break? Let the chair facilitator know, chances are others are experiencing the same and would benefit from a break, etc. If you can't connect, get in touch with the meeting organiser/facilitator.

5. **Send an agenda and meeting materials ahead of time**

   We suggest that any presentation be emailed before the meeting, just in case you have technical problems - can always revert to an audio call if they have the PPT remember it is always good to have a backup plan. Look over any related materials before the call so that you can stay with the group during the call.

6. **Remember the rest of the team can hear and see you!**

   Background noise can be very distracting for other participants. Please mute your microphone unless you are speaking, unmute when you need to contribute.

7. **Beware of lag**

   From time-to-time sound lag can develop between users, if this becomes unworkable (more than 3 seconds) it may be best to disconnect and re-connect to the call.

8. **Allow others time to speak**

   During virtual meetings, we can't always gauge when someone else has an important input to the discussion. Allow time for others to input, ask around the 'virtual table' more frequent than you would normally do, it will help to avoid people speaking across each other. Introduce yourself before speaking.

9. **Stay on the call from start to finish**

   If you cannot stay on the call, let people know at the start of the call and when leaving, so that note can be taken, and you can be advised of what you have missed.

10. **Use the best equipment available**

   Modern computer microphones and speakers are perfectly good enough for virtual meetings. If you're joining alone, we recommend the use of a headset, if joining as a team it's best to use specialist virtual meeting equipment.

11. **Give feedback**

   If you've had a particularly good or bad experience of teleconferencing / videoconferencing, let your facilitator know or email us at marketing@lrwa.org. This will enable improvements to be made for future meetings.

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