

Lions District A16

GoToMeeting

Guidelines

Hosting an Effective and Productive Online Meeting

Hosting an effective and productive online meeting shares many of the same criteria as hosting a live in-person meeting. In both cases preplanning and organization are essential elements. The time spent prior to the meeting will directly affect the success of the meeting and the satisfaction level of the participants.

Each item in the checklist is explained in detail in the section following.

Before the GoToMeeting

- Purpose/Goals of meeting have been established. (1)
- List of attendees has been established. (2)
- Level of interaction and participation has been determined. (3)
- The date, time and duration of the meeting have been determined and availability confirmed. (4)
- The session has been booked and confirmed by A16 GLT. (5)
- An invitation to all participants has been sent out. (6)
- An agenda has been developed and distributed to invitees. (7)

During the GoToMeeting

- Session organizer opened the session 10 -15 minutes prior to start time. (8)
- Session organizer signed in as host for the GoToMeeting. (9)
- Session started on time. (10)
- Session organizer effectively managed the meeting. (11)
- The session was concluded on or before the scheduled time. (12)

After the Meeting

- ❑ Follow-up committed to during the meeting have been completed. (13)
- ❑ The GoToMeeting session has been debriefed with key participants and any concerns regarding the process have been communicated to GLT and the DG Team. (14)

Before the Meeting: (Items 1 – 7)

1. Purpose/Goals of Meeting? *It is important to decide the purpose of your meeting and what it is you want to accomplish as it will determine how you structure the meeting. Is the purpose to share information or to gather information, to discuss issues or to plan an event? Once you have determined why you are meeting you can then determine who you will be inviting to attend.*
2. Who will be attending? (Invitees) *Who is it that you want to attend your meeting? While this sounds obvious, it is still an important consideration. If people are invited to attend a meeting that they see as not being relevant, or important to their needs, they may be reluctant to participate in future meeting*

The number of invitees is also an important consideration. As a general rule, the more attendees at a meeting, the less opportunity there will be for participation in the meeting and the greater need for structure.

3. Expected Level of Participation? *Will you be mostly providing information to the participants or are you looking for feedback and discussion? If you are looking for discussion and input then you will need to clearly establish guidelines for when and how to speak and when to mute.*
4. Date, Time and Duration? *The availability of the date, time and duration of the meeting have been confirmed by checking the A16 GoToMeeting Booking Calendar **prior to contacting GLT to book the session.***
5. Booking? *GoToMeeting sessions **can only be booked by contacting the District A16 GLT who will confirm the session.** Until you receive confirmation and login information your session is pending. While facilitating District Lions Clubs ability to continue to meet during these extraordinary times is one of the functions of this application, please understand that District Training, GMT, GLT, GST, District Committees and the District Governor's Team will also be utilizing the program.*

It is likely that there will be times when the date and time you request will not be available so it is important to be prepared with a back-up date and time. Please be flexible and understanding of the needs of others.

6. Invitation. *The invitation should include all of the information required for the participants.*

Time and Date of session.

Login information.

Emergency contact information should participants have trouble logging on to the meeting.

Include meeting protocol guide, i.e. muting yourself when not speaking, one person speaks at a time, signaling desire to speak.

Awareness of 'image' i.e. what others can see of you online.

Phones muted and awareness of background noise.

What to do if they run into connectivity problems during the meeting. (turn off video, try reconnecting)

Use of chat box.

Joining the meeting in progress protocol.

7. Agenda. *One copy for participants to go out with the invitation and a more detailed, timed version for yourself. Don't try to wing it. Stick to the agreed agenda.*

During the Meeting:

8. Arrive early. *Sign in to the meeting 10 to 15 minutes before the scheduled starting time. This will allow you to deal with any glitches and be relaxed and ready to greet participants as they arrive.*
Use a headphone with a microphone option
If recording the meeting inform participants.
As participants arrive remind them of the protocol you have established for the meeting
9. Sign in as host. *Ensure that you have followed the login procedures sent by the GLT and that you have signed in as host. This will allow you to have some control over the session, such as sharing your screen and muting participants. If you are unsure of how to do this, review the Training Session which is posted on the A16 website.*

10. Starting the Meeting. *Start on time. Announce that the meeting is starting and briefly review protocol and agenda.
Either ask all participants to mute themselves and do a quick check that all microphones are red and remind those who haven't self-muted. The alternative is to use your control as host and mute everyone yourself. Remember however that if you centrally mute everyone, then it will be a two-step process for them to speak: 1- you unmute them and two they ensure they have un-muted themselves.
Provide a brief outline of expectations for the meeting.*

11. Managing the Meeting. *It is important to follow the established agenda and keep the meeting moving forward. Just as in a face-to-face meeting, it may be necessary to limit discussion, particularly if one or two individuals try to dominate discussion. Ensure that all attendees have an opportunity for input. Remind attendees that they can also use the chat window to communicate with you or the group. Remember to monitor the chat window throughout the session.
Monitor the group for engagement, body language and facial expressions as indicators throughout the session. If attendees appear to becoming restless or disengaged this may be an indication that it is time to move to the next agenda item, ask for input or end the session.*

12. Ending the Meeting. ***The session must end by or prior to the allotted time.*** *There may be other groups that are booked for a following time slot.
Five minutes prior to the end time, announce to the attendees that there are five minutes remaining and bring the discussion/presentation to closure. Review the agenda and indicate what has been accomplished and what needs to be continued at a future meeting. Thank attendees and let them know of any follow-up, i.e. documents to be sent out, actions asked for etc.
Allow a brief opportunity for 'good-byes' and then announce you are closing the meeting.*

After The Meeting:

13. Follow-up. *It is important to follow-up on any commitments made during the session. The host may want to send out a follow-up email to all of the attendees regarding the session, follow-up actions and future sessions.*

14. Debrief. A session debrief should be held with key attendees within a short time following the session. A SWOT (strengths, weaknesses, opportunities and threats) process is one way to assess the session. Based on the debrief, the structure, timing etc. of future sessions may be modified.