

Best Practices for Planning and Leading Virtual Meetings - Tips for Faculty

Guidance for Faculty Using Webinars

1. Audio/Video/Connection:
 - ✓ Circulate meeting guidelines if possible
 - ✓ Join by computer even if just participating with audio
 - ✓ a hard-wired connection, if possible
 - ✓ Instruct participants NOT to join by BOTH video and phone
 - ✓ Encourage headsets
 - ✓ Mute when not speaking
2. On the webinar:
 - ✓ Use video
 - ✓ Use signals to facilitate discussion
 - ✓ Use the chat function
 - ✓ Use polling functions or services to facilitate interactivity
 - ✓ Consider using the pointer or pen / highlighter
 - ✓ Have more than one "host" to ensure a back-up in case of connectivity issues

Guidance for Effective Webinar Teaching

- ✓ Choose a title that includes the problem
- ✓ Start with a case
- ✓ Include at least one decision point for participants to consider
- ✓ Limit didactic time & expand discussion time / Q&A
- ✓ Ask participants to type in what they learned in the comment box