Our ***Top 10 Tips*** for a smooth running online meeting!

**Tip #1**

Stick to timings on the agenda to avoid the meeting overrunning, especially if there is a limit on time for whatever conferencing facility is being used.

**Tip #2**

Minimise the number of participants and avoid non-essential people on the call. With lots of participants it increases the chance of people talking over each other and technical issues.

**Tip #3**

Practice the tech beforehand! Ensure that everyone has downloaded the software and tested the functionality on their device ahead of the call.  Ask attendees to ensure they understand key features of the software being used, for instance Zoom has a screen share and electronic hand raise facilities, so it might be worth getting people to understand how to use these features before hand.

**Tip #4**

Ensure attendees have the access codes/contact details and include an email or mobile that someone can ring/use if they are unable to connect to the call.

**Tip #5**

The Chair should consider suggesting that a three second silence in response to a proposal will be taken as acceptance, making clear from the very outset that silence is taken as agreement and no further comments.

**Tip #6**

Ask attendees to mute their end if they are not speaking to minimise background noise - but remind them to unmute if they wish to speak! A quick check at the beginning of the meeting to make sure everyone is comfortable with how to switch mute on and off will prevent anyone’s views from being missed.

**Tip #7**

Ask attendees to arrange not to be interrupted by phone calls, family members, pets or children whilst in the conference if possible.

**Tip #8**

If the call is audio only, then encourage people say their name before they start speaking so that it is easy for the minute taker / non regular attendees, and if you are going to record the meeting, ensure everyone knows this and is agreeable.

**Tip#9**

Consider using the chat box facility for simple yes / no votes - Zoom also has a poll feature, so you could possibly consider taking a vote in the call through this facility.

**Tip #10**

Make sure everybody properly disconnects at the end!