

# How to host a good meeting (virtually)

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▶ 54%

**respondants**

say meetings happen too frequently,  
are poorly timed or badly run

# Agenda

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**1**

## Purpose

Understanding  
the meeting  
goals



**2**

## People

Get the right  
people in the  
room



**3**

## Process

Preparation,  
delivery,  
follow-up



**4**

## Tips and ideas

Engaging  
attendees &  
solving problems



# Purpose

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## Updating

Providing a status update to stakeholders



## Decision-making

Agreeing a way forward - convergent



## Problem-solving

Deciding best response or strategy



## Team-building

Getting to know one another



## Educating

Providing personal development



## Innovating

Generating ideas - divergent



# People

Tip: Only invite people who will have an active role in the meeting. Don't just invite people to decision-making, problem-solving or innovating meetings if they are there for information only - update them separately.



# Process: prepare

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1. Design the agenda
2. Identify the best time and date
3. Select the appropriate software and schedule your meeting
4. Craft and send the perfect invitation
5. Send a reminder a day or two before the meeting

# Process: host

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1. Set up early
2. Remind people of the agenda, groundrules and purpose
3. Designate different roles to people in the meeting
4. Engage your attendees (more tips on this later)
5. Create a car park and stick to your agenda
6. Have a troubleshooting guide to hand
7. Track actions in a separate document
8. Finish on time



# Process: follow up

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1. Send notes, actions and any joint documents around to participants
2. Add actions into people's calendars so they don't forget
3. Ask for feedback
4. Say thank you!
5. Provide a space for people to continue discussions if necessary
6. Share contact details of attendees so people can get in touch



# Engaging your attendees



# Rules of engagement

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1. Establish clear rules of engagement
2. Be empowered to enforce the rules of engagement
3. Be clear on how to engage if they are having wifi issues
4. Ideas to include in your rules:
  - Cameras on, emails off
  - Use raise hand function, or say you won't be using that
  - People can get up and walk around and get drinks etc
  - Use chat to ask questions or comment during conversations

# Icebreaker ideas

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1. Pass the microphone
2. How are you feeling today?
3. Draw your mood
4. Background challenge
5. Quick questions
6. Two truths and a lie
7. Photo from the weekend

# Ideas to focus attention

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1. Use polls to get feedback throughout the session
2. Run another icebreaker (quick questions)
3. Spotlight the speaker
4. Call on people when you think they should be contributing
5. Each attendee needs to ask one question

# Extra tips

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1. Set time and date for next meeting
2. Build in time for casual conversations
3. Silence is your friend
4. Acknowledge mistakes, we're all human
5. Ask people to submit questions that you haven't been able to answer during the meeting
6. Avoid jargon and clarify acronyms
7. Use shared documents to aid collaboration

# Solving common problems



# Common complaints

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1. Attendees don't come prepared
2. Technical issues during the meeting
3. People have trouble joining or can't get their audio to work
4. No one completed the actions from a previous meeting
5. People are answering emails or doing other work and aren't engaging
6. Stopping in jokes/cliques – making everyone feel welcome

# Summary

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1. Be clear on the **purpose**
2. Invite the right **people**
3. Think through the **process** before, during and after
4. Prepare to **engage**
5. Take action to **mitigate** common problems
6. Remember, there is **no such thing as perfection**



# Thanks for listening!

