

# Running Inclusive Virtual Meetings

For many individuals, virtual meetings are a way of life. The increase in remote work, the need to decrease travel expenses, and even global health epidemics have all led to a surge in virtually run meetings. Here are 5 ways you can make your virtual meetings as effective and inclusive as possible.

1

## SEND ALL RELEVANT MATERIALS 24 HOURS IN ADVANCE

Help make up for different time zones, busy schedules, and language and work style differences by planning ahead. Make sure to allow at least 24 hours in advance for participants to review any relevant materials.

2

## ESTABLISH A CLEAR PURPOSE AND PROCESS

“Catch-all” meetings with open-ended goals can be tricky when participants are dispersed and have a variety of work styles. Instead, focus on attaining one clear goal for each meeting, with an outlined agenda and a commonly agreed-upon process for

3

## ALLOW FOR SIDE CONVERSATIONS

This one may be counterintuitive to some, but it’s important to allow non-native language speakers to clarify and confer with any co-located counterparts in their native language. This technique is also useful with more interdependent or indirect team members, allowing them to reach consensus or share things collectively.

4

## UTILIZE A VARIETY OF PARTICIPATION TECHNIQUES

Don’t rely on audio alone! Always utilize video (if possible) and use conference room features like whiteboards, chat boxes, and polling questions. These tools allow for less vocal team members to participate in a manner more comfortable to them. It is also a great way to keep meeting participants engaged and focused.

5

## CHECK FOR AGREEMENT & UNDERSTANDING

It is essential to pause and check for understanding at crucial intervals of a meeting - especially if some of the meeting participants are non-native speakers of the language being used. Another tip: don’t forget your action items after the meeting ends. Send a summary of discussion points and decisions after the meeting, schedule follow-ups with key individuals to reconfirm agreements and understanding, and invite additional input.

**Inclusive Virtual Meetings**

0% COMPLETE

- Introduction
- A DIFFICULT MEETING
- Scene 1
- Scene 2
- BEST PRACTICES FOR EFFECTIVE VIRTUAL TEAM MEETINGS
- Best Practices Overview
- Setting Up
- Facilitating & Participating

Scene 1: Meeting begins...

Reflect & Discuss

1. What are some things that Julie could have done to begin this meeting more effectively?
2. What are some things the other team members could have done differently?

## Want to learn additional strategies for running more inclusive virtual meetings?

For a limited time, we are providing free access to the learning module *Inclusive Virtual Meetings*. Find it in the Learning Modules & Assessments list on your GlobeSmart dashboard.

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