

XX QUICK WAYS TO BETTER ONLINE MEETING

Webinar sponsored by GoToMeeting Asia Pacific

To suggest all meetings and presentations should be moved online would be irresponsible. But any organisation that hasn't tapped into the power of meeting, training, and presenting online beyond "turn on your video" is leaving opportunity on the table. The key to success is a commitment to learning new ways to creating a better experience for all involved, little by little, one meeting at a time.

To your many successes!
Roger

P.S. I host a non-commercial community of practice — it's a [Facebook group called "Virtual Presenters & Facilitators."](#) It's for people at all learning levels. But I warn you...I'm pretty ruthless with self-promoters and spammers. :-)

25 QUICK-N-EASY WAYS TO IMPROVE ONLINE MEETINGS

1. Edit the system-generated meeting invite to include meeting-relevant information
2. Let people know in advance that they'll be on camera
3. Include a link to a time zone converter
4. Teach presenters only what they need to know
5. Know what attendees are seeing so you can help guide their experience
6. Save time by scheduling recurring meetings
7. Teach attendees how to mute/unmute themselves
8. Let participants know you're recording
9. Design the "user experience" of your meeting with mobile users in mind
10. Save meeting chat digitally to save re-typing notes
11. Turn features on and off to keep participants focused
12. Pause your screen to avoid sharing private information
13. Use chat to share a hot (web) link
14. Verbally instruct people how to use a tool or feature
15. Keep presentation or speaking segments shorter than in-person
16. Ask people explicitly to avoid multitasking
17. Use speaking indicators to call on people by name
18. Change your display name to how you want people to refer to you
19. Use a Word (or equivalent) document as an editable working agenda
20. Adjust gestures and expressions for the camera's eye
21. Be aware of what's behind you to avoid distracting participants



Roger Courville, CSP, is the first speaker in the world to earn the Certified Speaking Professional designation with a predominantly virtual business model. Once dubbed "The Michael Jordan of Virtual Presentations," Roger is a multi-book author, award winning writer, and multi-company entrepreneur. His work includes working with organizations as diverse as Merck, Colgate-Palmolive, FedEx, Australia Institute of Training and Development, American Management Association, US Bank and, of course, that little company down the street that you've never heard about but who does killer stuff. And he loves habaneros.

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22. Collaborate on a single document by sharing keyboard/mouse control
23. Use USB headsets instead of computer microphone and speakers
24. Know the system requirements for the meeting recording
25. Combine the follow up email with an invitation for the next meeting

EXTRAS

This is a just a pile of other stuff that comes in handy sometimes. Enjoy!

GoToMeeting User Guide

Getting Started: <https://support.GotoMeeting.us/hc/en-us/categories/200101697>

Find a free alternative to PowerPoint: <https://www.google.com/slides/about/>

Convert a time zone: <https://www.timeanddate.com/worldclock/converter.html>

Resize an image: <https://sproutsocial.com/landscape>

Reduce the size of an image: <https://kraken.io/web-interface> <https://tinypng.com>

Remove the background of an image: <https://burner.bonanza.com>

Find classy clip art: <https://thenounproject.com> <http://www.iconarchive.com>

Make or resize a GIF: <https://gifmaker.me>

Find free images:

NOTE: These kinds of places tend to evolve quickly...the value of a bunch of them is that if one is closed down or now charges money, move the the next one. :-)

FreelImages.com

<http://www.dreamstime.com/free-photos>

<http://www.freedigitalphotos.net/>

<http://freerangestock.com/>

<http://morguefile.com/>

<http://www.rgbstock.com/>

<http://www.picdrome.com/>

<http://www.cjphoto.com/>

<http://www.imcreator.com/free>

pixabay.com

<http://littlevisuals.co/>

<http://nos.twinsnd.co/>

<http://getrefe.tumblr.com/>

<http://jaymantri.com/>

<http://publicdomainarchive.com/>

<https://unsplash.com/>

<https://stocksnap.io/>

<http://www.gratisography.com/>
<http://www.splitshire.com/>
<http://www.lifeofpix.com/>
<http://deathtothestockphoto.com/>
<http://superfamous.com/>
<http://lockandstockphotos.com/>
<http://snapwiresnaps.tumblr.com/>
<http://jeshoots.com/>
<http://pixabay.com/>
<http://cupcake.nilssonlee.se/>
<http://www.uhdwallpapers.org/>
<http://kaboompics.com/>
<http://foodiesfeed.com/>
<http://www.raumrot.com/10/>
www.pexels.com
www.stokpic.com
<http://negativespace.co>
<http://cc0.photo>
<http://www.stocka.co>
<http://stocka.co>
www.skitterphoto.com
www.authenticsnaps.com
<http://creativecommons.photos>
<http://picturefrog.com/>
stockvault.net
www.winephoto.co
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<http://www.designerspics.com>
vallestudio.com