STARTING AND RUNNING MEETINGS

- Start application at least 15 minutes prior to meeting. Last minute distractions can delay starting the video.
- Suggest participants mute their microphone when not speaking to prevent distracting background noises.
- Suggest participants have cameras operating. This helps to identify those that may want to comment or ask a question more quickly than the "raise hand" feature or people texting on the side. If the video connection lags, you may have to ask attendees to turn their cameras off to help with bandwidth issues.
- If introductions are warranted, have in-person people introduce themselves while raising their hand. If there are a large number of on-line participants, consider reading the attendance list.
- Monitor participants, or have someone assist in monitoring participants to recognize those potentially wanting to comment or ask questions.
- Politely ask for participants cooperation if a technical issue arises such as a unmuted microphone or other issues that are distracting.
- Depending on the meeting and the attendees, speakers may need to announce their name prior to speaking to warrant identification of comments and questions.
- Suggest two note takers to assist with meeting documentation.
- The person running the meeting should avoid being a note taker if possible. This inevitably slows things down.

SUB-COMMITTEE MEMBERS

Greg Ellis – RQAW
Andrew Pinkstaff – INDOT
Jared Peterson – INDOT
Rob Agee – E&B Paving
Spencer McDowell – Deig Bros.
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Video Conferencing Best Practices

With video conferencing becoming the new norm it can be beneficial to understand video conferencing etiquette. The following is a quick and simple guide on how to prepare and lead virtual meetings with little to no issues.

PREPARATION

- Become familiar with your video conferencing application. Ensure you know how to open the meeting, admit attendees, answer chat questions, log participants attendance, share screens, and record the meeting.
  - Before beginning, exit out of all unnecessary computer applications to reduce the risk of interference.
  - Be considerate of your location and what your webcam is picking up, seek professionally appropriate options with minimal distractions.
- Run a trial with a co-worker on two separate computers.
  - Know what your audience sees.
  - Practice sharing documents and controlling the audio and video.
- Review the attendee list so you can see who all is on the meeting.
- Discuss critical items with stakeholders that are connected with a particular agenda item. Do not assume participants will speak when expected. Be ready to prompt attendees on cue.
- Generate and distribute the agenda prior to the meeting.

DOCUMENTS
Agenda
- Include location of meeting if there is an in-person option and link the location of your video option.
- Have an electronic copy open in another window and only display the agenda if necessary.

Enclosures
- Combine multiple enclosures when possible to decrease down time.
- Send copies prior to meeting along with the agenda.
- Label each enclosure at the top with the meeting, date, and page number.

Links - Open links in a separate window so you can access them quickly versus trying to open them in real time.

MEETING SET UP
Video Only
- It is always a good idea to have a backup computer available if problems arise.
- Do not forget to run a trial to eliminate video and sound issues.

Video with In-Person Meeting Combined
- Utilize two people if possible. One to run app and one to present and moderate.
- Consider sound and video.
  - **Video**:
    - If one camera, try to get all possible participants in screen.
    - If multiple cameras, need professional switching device.
  - **Sound:**
    - When utilizing microphones, space them throughout room.