An option to work remotely is an incredible privilege, especially in the era of Covid-19. This option affords us an opportunity to remain productive and employed as well as abide by efforts to 'flatten the curve'. Working remotely also presents unique challenges. In this flyer we explore ways to mitigate barriers to hosting and leading a meaningful and productive meeting. Feel free to click on hyperlinks in the 'Remote Meeting Bingo' for suggestions on how to address some common challenges.

REMOTE MEETING BINGO

Hi, who just joined?	Can you email that to everyone (See Chat options for sharing info)	X? Are you there (see manage participants)	Uh, X you are still sharing.	Guys, I have to jump on another call.
(Sound of someone typing possibly with a hammer)	(Loud painful echo)	(Child Noises)	Hi, Can you hear me?	No, It's STILL loading
Next slide, Please	Can everyone Go on MUTE please?	Sorry, I was talking on mute. Host can mute/unmute	Sorry… go ahead.	Sorry, my dog Is really excited about this call.
So, (fades out) I can (cuts out) by (unintelligible), OK?	Sorry, I am double booked.	X your screen just greyed out.	Sorry, you cut out there.	Can we Take this offline?
I'll have to get back to you on that.	Can everyone see my screen?	Sorry, I was having Connection issues.	Sorry, I think There is a lag.	Sorry, the Other call ran over.

SETTING THE STAGE FOR SUCCESS: Before hosting your meeting, be sure and check the settings on your zoom account so that all the features you will need for your meeting are activated. There are many video conference programs in addition to ZOOM,(help center) and most offer very detailed videos as well as written instructions on how to do this in a way that is customized to meet your specific needs. Options that might be of interest include Break Out Rooms & other participation options. Thy hyperlinks above in 'Remote Meeting Bingo' may help you choose what to select in your settings to circumvent problems. For more information, check out these Tips for Hosting Valuable Video Conferences.

No one wakes an intention to 'messing up'.

Remember it is universal to want to do well. Rarely does one hope to fail.

Help your team members participate well by providing meeting etiquette guidelines ahead of time. Let them know you are sharing this in the interest of being respectful of everyone's time and so that you will all feel your meeting is productive.

Encourage team members to check their devises ahead of time – refer to IT for help if needed. Offer a pre-meeting 'equipment & user' check with IT support ahead of time when possible.

Consider beginning each meeting with a 'check-in' to learn how your team is doing. Invite the people you need for the purposes of the meeting. If your group is large, you might want to consider the Break-Out room option. Honoring accomplishments and 'the wins' along the way, rather than only focusing on what is yet to be done will nourish morale.

If new to remote meetings, be patient as you all adjust to a new way to work together.

Zoom meeting, audio only   Zoom meeting with video