

The Keys to Safe and Successful Video Conferencing

Virtual meetings are a great strategy to stay connected during the global health crisis. These tips will help you run an effective meeting and avoid the security risks that increased use of such events are bringing to light.



Plan Your Agenda

- Create an agenda and practice for formal events.
- Start with a personal (but professional) message of concern for everyone, avoid getting into detailed discussions that could fuel anxiety or discomfort.
- Tag team with other presenters when possible, to vary the speaker.
- Plan ways for all to participate.



Prepare Your Environment

- Choose a quiet space and consider your background.
- Log in early and test the technology.
- For best audio quality and privacy use a headset.
- Be camera-ready.
- SMILE!
- Mute your mic when others are speaking.
- Be careful what you screen share—people can see your desktop, open browser windows, etc. Choose to share a single application if possible.



Keep Unwanted Guests Out!

- When Scheduling a Meeting:
 1. Do not use your Personal Room, which doesn't change, schedule a meeting instead.
 2. Require the use of a Meeting Password.
 3. Check "Mute participants upon entry."
 4. Turn on the waiting room (if available) so that you can scan who wants to join before letting everyone in.
 5. Do not check "Enable join before host."
- Do not post the links to meetings on public web sites or social media.
- Expel attendees at any time during a meeting for inappropriate behavior.
- Lock the meeting once all expected attendees have joined.



Facilitate Effectively!

- Provide a quick walkthrough of the controls at the start of the meeting for new users.
- For larger groups share rules for how the audience should interact, such as questions in the chat or hand raising.
- Show the agenda and stick to it!
- Have participants use their cameras when appropriate.
- Use shared note taking or the whiteboard feature for a more community experience.
- Encourage everyone to participate
- Avoid multitasking during a meeting, even when you are not leading the discussion.
- Use your Manage Participant screen and Reactions for effective participant interaction.
- Share your notes/assets after the meeting.