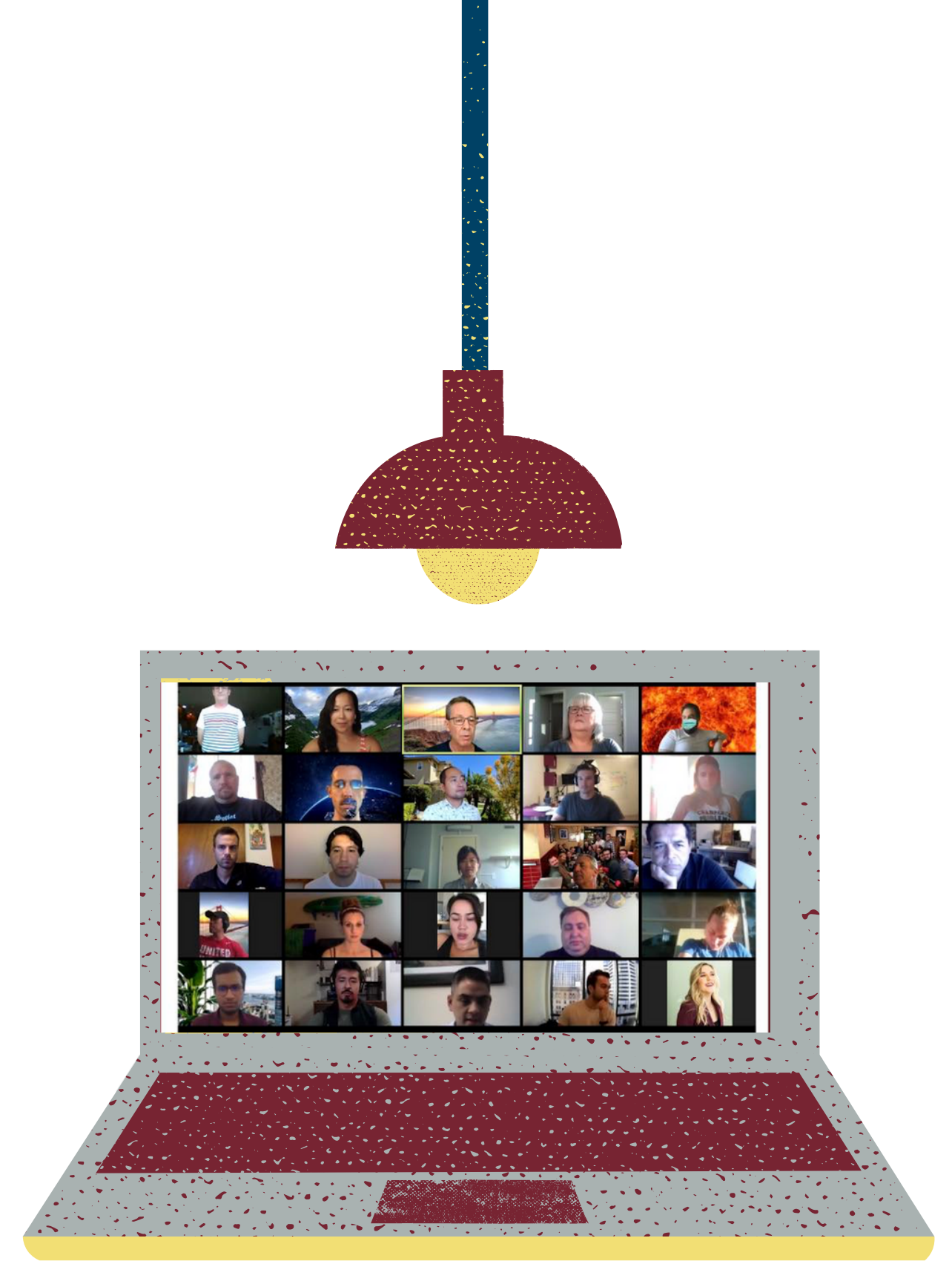




How to Run Successful Online Meetings

The 7 Best Practices to Implement in your Club Today

D5 TLI Educational Session
By: Elaine Dusetzina





organized

timely

fun

What makes a Successful Toastmasters Meeting?

supportive

engaging

interesting

well-attended

insightful

focused



What makes a
**Successful
Toastmasters Meeting?**

Club Mission: We provide a **supportive** and **positive learning** experience in which members are **empowered** to **develop communication** and **leadership skills**, resulting in **greater self-confidence** and **personal growth**.



BENEFITS





The Benefits

CONVENIENCE

- NO COMMUTE!
- MEMBERS OUT OF TOWN STILL ABLE TO PARTICIPATE
- ALLOWS GUESTS FROM VARIOUS PLACES TO ATTEND
example: Functionaries from Japan and China





The Benefits

NEW SKILLS LEARNED

- VIRTUAL SPEECHES REQUIRE A DIFFERENT SET OF SKILLS
- LEARNING TO USE ZOOM MORE EFFECTIVELY WHICH TRANSLATES TO BETTER WORK MEETINGS





MEET EDUCATIONAL GOALS and BUILD LEADERSHIP SKILLS

- MEMBERS PROGRESS ON THEIR PATHWAYS JOURNEY
- CLUB OFFICERS COME UP WITH IDEAS TO MAKE MEETINGS ENGAGING

The Benefits





The Benefits

CONNECTION AND CAMARADERIE

- MAINTAIN A SENSE OF NORMALCY TO A NEW SITUATION
- MORE BINDING AS A GROUP - CONTINUE TO HAVE FUN AND LAUGH

Read more about how Toastmasters also provide mental health benefits on this December 2020 article: [Self-Care is Part of the Program](#)



**BEST
PRACTICE**



- Most clubs are using ZOOM

BEST PRACTICE #1:

Select an online platform that works best and know how to use it well.



Feel Confident in Online Meetings

Follow these tips and you can feel confident that you'll do great in your next online meeting!

Make eye contact with your camera

Focus on your camera, not on your screen or anything else around you.

Stand (or sit) tall

Avoid slouching over and use good posture while you are on camera.

Treat it like any other meeting

Dress, speak, and behave like you would during any other meeting and you'll be just fine!

Think about your background

Move anything distracting from your background before the meeting or use virtual backgrounds!

Use gestures

Even in online meetings, you can use hand gestures as you're speaking. Just don't go too far out of frame!

Mute your microphone

Mute your microphone whenever you aren't speaking. When it's your turn to speak, just remember to unmute your microphone!

Use proper lighting

Work in a well-lit room and avoid having any lights point directly at your camera.

Test your technology

Make sure your camera, headphones or speakers, and microphone are all working before your meeting, not during.

Eliminate noise

Sit in a quiet space and silence your phone.





BEST PRACTICE #2:



**Let everyone know about
your meeting!**



Let everyone know about your meeting!

- What's your PR strategy?

✓ List on District 5 website



✓ PROMOTE!

- Post about your meetings
- Facebook, Instagram, LinkedIn other social media outlets

Examples of clubs' posts on social media:

Career Builders Toastmasters

San Diego Toastmasters 7

Balboa Park Toastmasters



Let everyone know about your meeting!

-

What's your PR strategy?

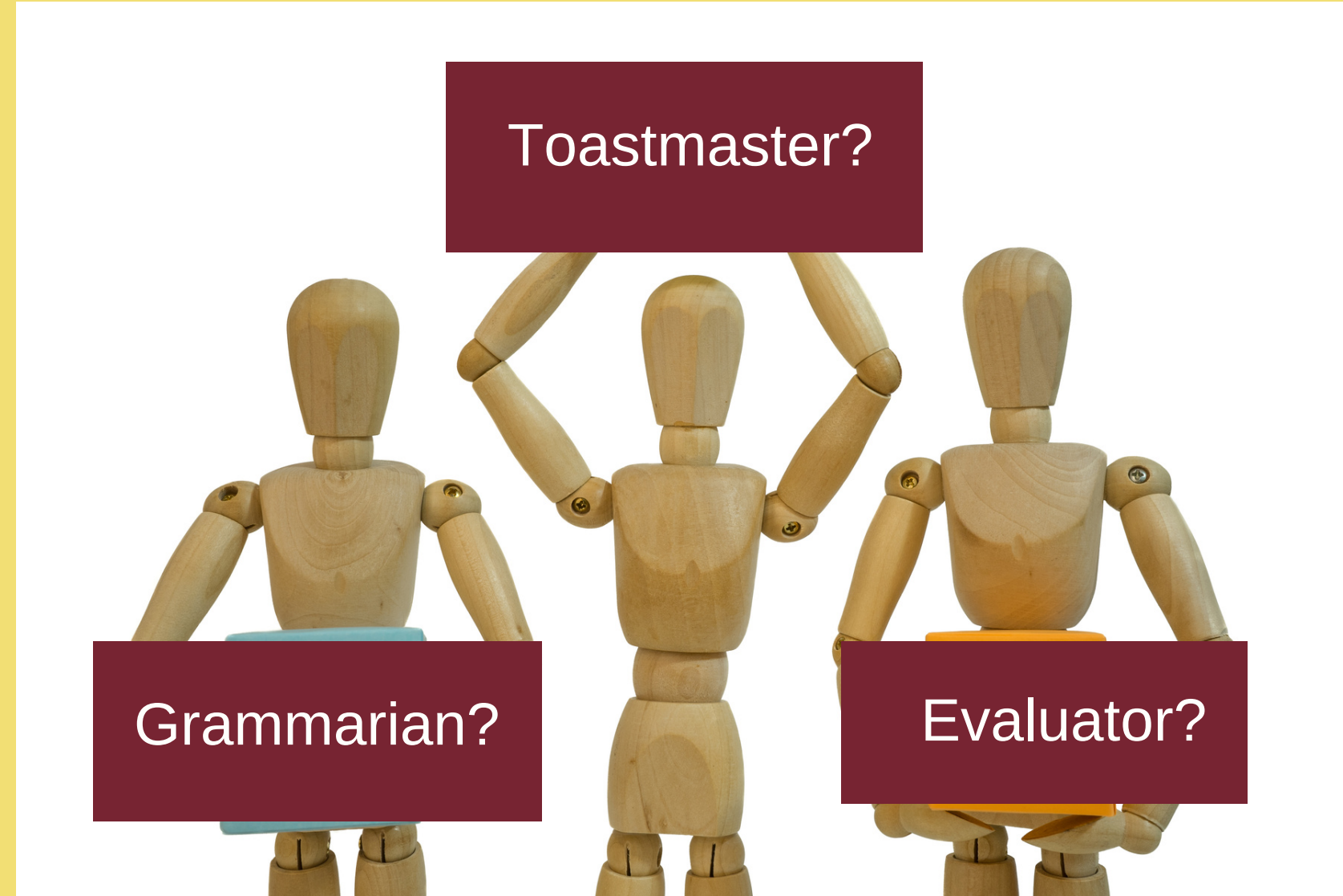
COMMUNICATE WITH MEMBERS!

Remind members via email, text, or other means of communication such as Slack, WhatsApp, etc.

Encourage members to share their Toastmasters experience on social media or when networking with others.



BEST PRACTICE #3:



**Fill/Confirm Roles with members
and Prepare an Agenda**



Fill roles in advance

Does the club have a Master Schedule?

Plan at least 4 weeks in advance for members to fill functionary roles, speakers, and evaluators.

A	B	C	D	E
	12/1/20	12/8/20	12/15/20	12/22/20
Presiding Officer				
Pledge & Inspiration				
Toastmaster				
Table Topics Master				
Speaker 1				
Speaker 2				
Speaker 3				
Alternate Speaker				
Alternate Speaker				
General Evaluator				
Evaluator 1				
Evaluator 2				
Evaluator 3				
Grammarian				
Ah Counter				
Timer				
Vote Counter				

Sample



***Confirm roles
with members
and prepare the
agenda***

Prepare the agenda - confirm the assigned roles either after the previous meeting or a few days before the next meeting.

*Sample agendas available online -
Career Builders Toastmaster
San Diego Toastmasters 7*

Take a screenshot of agenda to share in Zoom chat during the meeting



BEST PRACTICE #4:



Members with roles log on to Zoom at least 15 minutes before meeting starts



Members with roles, log on to Zoom at least 15 minutes before start of the meeting.

Assign a Zoom Host (and Co-Hosts)

- Zoom host initiates the meeting room
- Survey members and guests requesting to enter Zoom to prevent 'Zoom bombers'
- Able to mute Zoom participants
- Give access to share screen capabilities
- Zoom host helps with technical issues



Members with roles, log on to Zoom at least 15 minutes before start of the meeting.

**To identify members with a role, change screen name to Role - Name
*i.e. Eval 1 - Elaine D***



Instructions to change your screen name:

- 1. Go to Participants**
- 2. Find your Name and click on Rename**
- 3. Enter 'Role - Name' and click OK**



Members with roles, log on to Zoom at least 15 minutes before start of the meeting.

Ensure members are prepared for their respective roles - most have stayed the same in an online setting.



Timer role:

Have visual cues ready depicting red, yellow, and green. Get CREATIVE!

TI RESOURCES for timer - backgrounds and Toastmasters app



For Vote Counter role:

Use private chat or Zoom polling feature.



BEST PRACTICE #5:



Welcome Guests with a Brief Orientation



Welcome Guests with a Brief Orientation

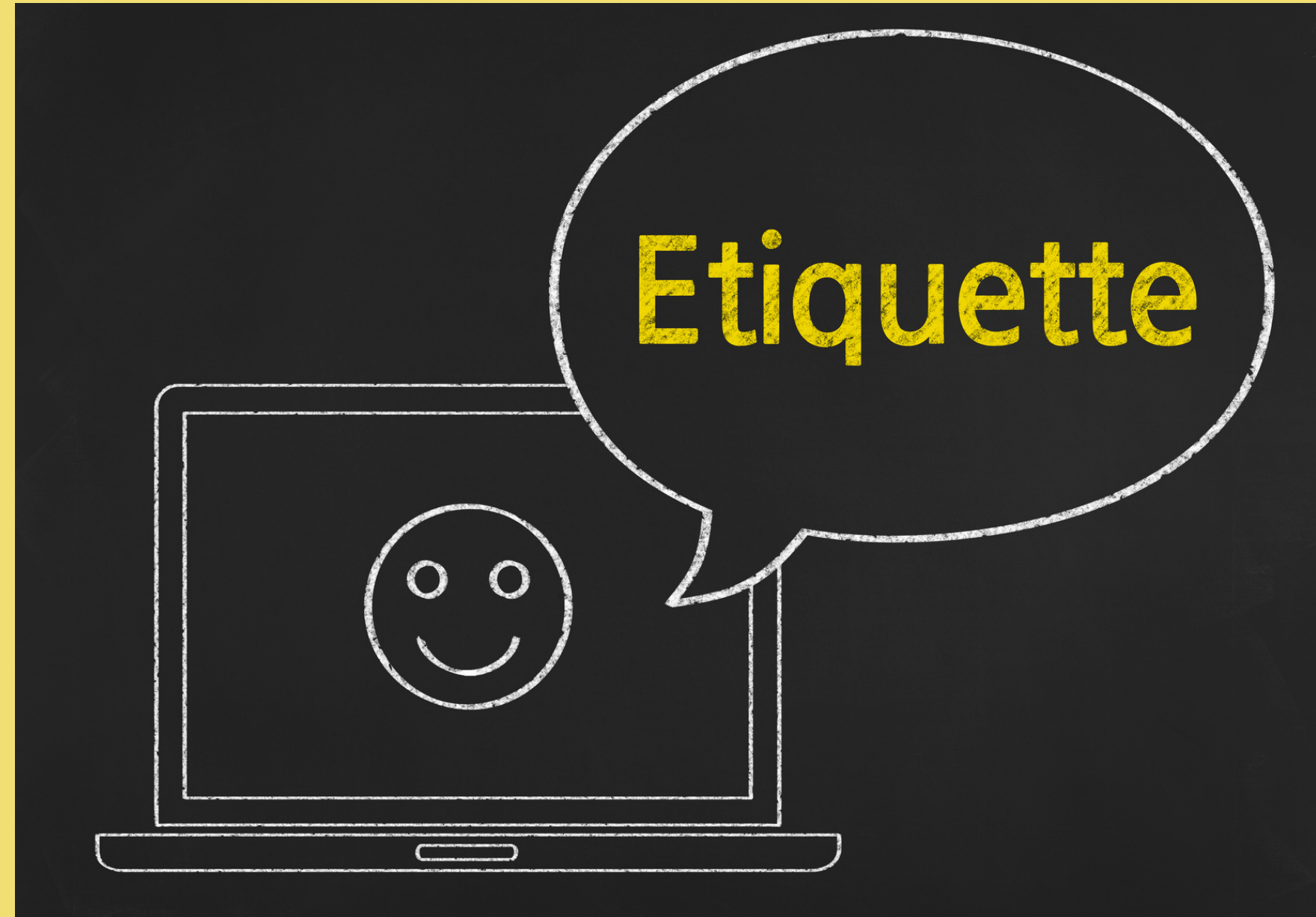
- Encourage members and guests to join meeting at least 10 minutes to allow for 'social time'
- Assign a time period - ie. 5 minutes before meeting - to let first time Toastmasters guests know what to expect using a slideshow.

Example from Predators TM

- Provide Agenda in the chat box for guests and members



BEST PRACTICE #6:



Review and Practice Zoom Etiquette



At start of meeting, Review Zoom etiquette with guests and members

Examples:

- *No eating on camera*
- *Air clapping so people can see us cheer*
- *Mute when not speaking*
- *Keep video on (unless if doing something that would distract speaker)*

Review and Practice ZOOM etiquette

Sample Etiquette Rules



BEST PRACTICE #7:



Get Creative to Engage Members and Guests



***Get
Creative
to
Engage
Members
and
Guests***



Themed meetings - encourage members to dress up, bring props, or have an appropriate background related to theme.

Bob Dietrich provided a handout from his TLI educational session '3 Secrets to make your meetings FUN and ATTRACTIVE ' with one that's focused on themed meetings - access handout [HERE](#)



***Get
Creative
to
Engage
Members
and
Guests***



Extra emphasis on fun and well run meetings with more interesting Table Topics.



Include as much HUMOR as possible



Ensure every attendee has a chance to speak



***Get
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Invite Guests to introduce themselves at start of meeting and provide feedback at end of meeting



Invite Guests to participate in Table Topics



Have a few assigned members stay after the meeting to talk with guests interested in becoming a member



Award digital ribbons to guests and speakers
Download digital ribbons [HERE](#)



7 Best Practices for Successful Online Meetings

- 1. Select an online platform that works best and know how to use it well.**
- 2. Let everyone know about your meeting!**
- 3. Fill/Confirm roles with members and Prepare an Agenda**
- 4. Members with roles log on to Zoom at least 15 min before meeting starts**
- 5. Welcome Guests with a Brief Orientation**
- 6. Review and Practice Zoom Etiquette**
- 7. Get Creative to Engage Members and Guests**



Questions?

Please contact Elaine Dusetzina
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