**Tips for Successful Virtual Toastmasters Club Meetings**

1. Adhere to regular meeting rules
   1. Start on time (though connect at least 5 minutes early to deal with technology)
   2. End on time
   3. Toastmaster has control of the meeting
   4. Respect the current speaker and only speak when called on (put your system on Mute when not speaking), call on only 1 person to speak at a time
   5. Be respectful and do not multi-task while in a meeting, be present
2. Send the agenda with the connection information at least 24 hours in advance of the meeting to allow attendees to print out the agenda if they wish.
3. Have all **speakers** email a copy of their evaluation form to their **evaluator** at least 24 hours before the meeting. If an evaluator has not been assigned, the speaker can quickly email or file share (if allowed in the meeting software) to the evaluator as soon as assigned at the beginning of the meeting. The evaluator can then either email the completed form back to the speaker after the meeting or if they hand wrote it, can take a picture of it and text/email it to the speaker after the meeting.
4. The assigned **timer** should create a timing system and make sure it shows clearly on the screen. Sometimes the colors do not come through the same for everyone. Possibly create cards with the words Green, Yellow, Red written on them. Introduce the system at the beginning of the meeting so the speakers know what they can expect.
5. Put all forms the club uses on the club website for the members to download prior to the meeting. Such as, **timer** sheets, **grammarian** report, **general evaluator** report, generic **evaluation** forms, etc.
6. When being a **speaker**
   1. Unmute yourself and speak clearly.
   2. You can either stand or sit, but test both ways prior to the meeting.
   3. Consider your lighting (put a light behind your camera if possible, to shine light at your face).
   4. If standing, you will need to move away from your camera, can you still be heard?
   5. If sitting, add animation with your face and voice, watch how much you swivel in your chair.
   6. Do not shuffle papers.
   7. If adding a PowerPoint or other presentation program, practice Screen Sharing and have the presentation pulled up prior to the meeting. Close all other programs so you don’t accidentally open the wrong thing. Make the fonts large, not everyone is using a big screen.
   8. Playing a video or using additional audio during your presentation will take up more bandwidth and will more than likely not come through very clearly. Also, what others hear from you is only through your microphone, they aren’t hearing your system audio, it might get reverb from your microphone/speakers.
7. If you normally pass a sign-up sheet during your meetings for future meetings, take time at the end of the meeting, have one person fill it out by asking each participant 1 at a time where they can participate.
8. Grow and learn and work together. Evaluate what worked for your group and what did not. Have a great virtual meeting!