

A Checklist to Help You Prepare Well

Getting Ready for the Meeting

It will really help the quality of the PCC meeting if you can do the following ahead of the start time.

- Download the Zoom plug in or App to your device. It ensures you have full functionality for the call.
- If possible, find a quiet place to be a part of the meeting. Try to place yourself in a room without a phone that will ring, and preferably in a room without an echoey sound.
- Where appropriate, let others know you are going to be in the meeting. Put a notice on the door to remind people of this.
- Turn off all other programmes on the device you are using to maximise bandwidth. If you know you sometimes struggle with internet speed generally, if it is possible, it will also help to ask others to disconnect from the internet during the meeting.
- Plug your device in to power and to router. Some devices perform better when plugged in. It also means you won't run out of juice half way through.
- Sit with a light source in front of you and not behind or to the side of you so your face can easily be seen.
- Ensure the camera on your device is at just below eye height if possible, so people don't spend the call looking up your nostrils! Position your eyes on an imaginary line a third of the way down from the top of the screen.
- Ensure that no other computer/tablet is on in the room to prevent nasty feedback on the sound.
- Sit relatively close to the screen so you can be seen and heard easily, as with many people the images will be small. Also try to use the biggest screen you have for this meeting (ideally not a phone or tablet).
- Make yourself comfortable. Have a glass of water/cup of coffee to hand, something to nibble.
- Click the meeting link at least five minutes (ideally ten) before the start of the meeting so you are ready for the start time. Check your name is right.

For further ideas take a look at [this short video](#) for ten tips on how to set yourself up well for an online meeting.

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Engaging Well During the Meeting

An online meeting is more demanding than normal face-to-face meetings. It requires a higher level of attention.

- Stay focused on the conversation even if you aren't contributing directly at that moment.
- Leave your camera on (unless there is a bandwidth issue) as it will help you to stay connected with the meeting.
- Don't do email, Facebook etc. (switch off these programmes so they don't draw your attention).
- Switch your mobile off/put it out of the room, and remove other distractions (whatever they may be) to help you stay focused on the gathering.
- If it helps you to concentrate take notes, but if you are on a laptop it's best if you don't use the keyboard as every tap of a key is magnified and can be distracting for others in the conversation.
- If there are more than 20 people on the call it may be best to mute your microphone (Alt A on PC) to prevent distracting background noise until you want to speak. When you want to speak, it is often best to indicate that by raising your hand (physically or virtually) and then wait to be drawn into the discussion by the chair.
- You will find there are two settings for how you see people (normally located on the top right). One is called Gallery, where everyone is tiled on the screen at the same size. This is ideal when in conversations with one another. The other is called Speaker view where the person speaking becomes larger. This is ideal if someone is giving some input.
- Breakout rooms enable group work. If this facility is used, be sure to stay focused on task. It takes a few moments for the breakout rooms to start, just follow the onscreen instructions.
- Be prepared for a few frustrating moments with the technology. Be patient.
- If your connection drops out, try clicking on the original link to re-connect.

And if you want a laugh and to see how it can all go horribly wrong take a look at [this video](#).