



Virtual Meeting Checklist for Driving Engagement

- Schedule meetings for a maximum of 30-45 minutes.

- Send a calendar invite with your agenda.

- Turn on your camera.

- Answer the question, "What's in it for me?"

- Use the features of your video conferencing platform.

- Be animated.

- Take handwritten notes.

- Ask questions.

- Keep your presentation short and simple.

- Use your attendee's name.

- Use visual cues to demonstrate eye contact.

- Say thank you.

- Follow up!
