Top Tips: Effective Chairing of Remote Meetings

Meeting preparation

- Get familiar with the technology that your council is using, and the different functions it has
- Have a 'test meeting' to enable everyone to test their connections etc. to prevent issues in the actual meeting
- Ask participants to join the meeting 15 minutes early, to resolve any technical issues
- Share documents in advance
- Give the public adequate time to get their questions sent in
- Know what the agenda will cover and the timeframes
- Avoid switching between applications, have the documents to hand or on a separate device
- Know the size of the meeting, if it is a larger group, it may be worth having someone on hand who manages who is speaking next

In the meeting

- Welcome people to the meeting and undertake any relevant introductions, including housekeeping
- Ensure you are there on time
- Make sure to be present in the meeting, avoid checking emails and other media
- Ask those who are not speaking have their microphone on mute
- Ensure that anyone who wants to speak knows how to let you know – this might be in the chat facility or using the "raised hand" function, depending on which platform you're using. This will help avoid people all trying to speak at the same
- Allow more time for responses in case of a slow connection
- Use people's names and ask them to speak to encourage them to take part
- If members of the public are able to ask questions, ensure they are given the opportunity and there is time for their questions to be answered
- You might want to encourage Members to have their camera on, although bear in mind that this can cause bandwidth problems if the person has a poor connection
- Be clear on the time limit for speaking, and give them notice when their time is nearly up
- If your mentioning a specific page or slide, ensure to mention the page or slide number

At the close

- Clarify how any outstanding issues or next steps will be resolved, including who will do what by when
- Thank everyone for their time and confirm the date of the next meeting, if there is one