NEED-TO-KNOW GUIDE TO

virtual meetings.

BCD meetings & events

in the blink of an eye,

virtual meetings went from a nice-to-have option to a necessity. Digital is currently the cornerstone of connection, with virtual meetings essential to delivering key messaging and guiding conversations. If you need help adjusting to this quick shift in events, we've got you covered. This guide will provide an overview of the basics and best practices to get you started. Learn about virtual meeting types, how to engage a virtual audience and helpful tips for both meeting presenters and participants.
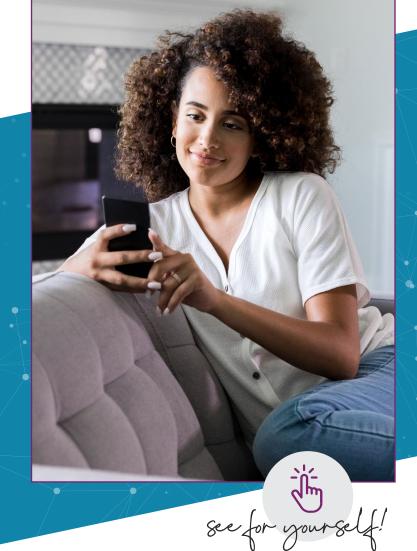
stay connected

Understand your options to digitally connect through virtual meetings.

VIDEO CONFERENCE—Video conferencing platforms are able to provide basic-level virtual meeting functions. If on-camera conversation or simple screen-sharing is all you need, a video conference can help you accomplish this.

REMOTE MANAGED MEETING—For a high-quality and flawless attendee experience, a remote managed meeting is a good option. This gives your meeting a produced feel and you have a meeting manager to help run the show.

PRODUCED VIRTUAL MEETING—If you're looking to enhance the attendee experience, then a produced virtual meeting is the answer. Mixing pre-recorded video with live TV-style segments, multiple speakers, video and animations, a produced virtual meeting has the ability to spark excitement no matter where your audience sits.

see for yourself!

Sign up for a **FREE** Virtual Meetings demo!

	MEETING TYPE	ATTENDEES	PLATFORM	INTERACTION	STAFF SUPPORT	CONTENT
REMOTE MANAGED MEETING	• Small to mid-sized internal meetings • External presentations • Board meetings • Training and education (small groups)	1-1,000	Any platform	• Attendee check-in • Live chat • Interactive Q&A • Live polling • Multi-device capabilities • Live presentation • Content recording	• Meeting Manager • Meeting producer • Basic tech support	• Presentation
PRODUCED MEETING	• External presentations • Board meetings • Training & education (mid-large audiences) • Large departmental meetings • Company-wide meetings • Mid to large customer events • Conferences • Town Halls • Incentives & awards	10-40,000	Any platform	• Attendee check-in • Live chat • Interactive Q&A • Live polling • Multi-device capabilities • Live presentation • Content recording	• Event producer • Webcast producer • Creative director • Other technical positions (i.e. video and audio)	• Presentation • Video • Animation

engage YOUR AUDIENCE

Capture the attention of your audience with these six simple tips.

HOST A PRODUCED MEETING

Successfully capture attention with professional elements such as video, animations and TV-style segments.

BE PERSONAL

Call out attendees by name and tell personal stories to help support your message.

USE TECHNOLOGY PLATFORM TOOLS

Take advantage of simple tools such as polling, quizzes and virtual breakout rooms.

RAMP UP PRE-EVENT COMMUNICATIONS

Virtual events are much shorter, so utilize pre-event communications to solicit questions beforehand and make reading content available.

MODERATE THE Q&A

Appoint a Q&A moderator to keep things moving, clarify questions and restate questions to the group.

BE AUTHENTIC

Involve your true self in the presentation and you'll connect with your audience better.

join in

Successfully participate in virtual meetings with these quick lighting, technical and style tips.

presenter TIPS

- Wear solid-colored clothing, as it is less distracting. Colors that look best on camera include navy blue, purples, dark creams and browns.

- Avoid wearing shiny jewelry or metal tie clips as they reflect light back into the lens of the camera.

- If you will be wearing glasses, we suggest that you angle your chin down slightly, and look up slightly to help reduce the possibility of any reflections. To guarantee no glare we recommend wearing contacts if possible.

- If possible, set up your camera or laptop near a window to take advantage of natural light. Stand so that the natural light is at an angle (not directly behind you).

- Stand, don't sit. Standing will automatically enable you to deliver with more energy.

- Being stationary, with some slight head and hand gestures, is a best practice when presenting on camera. Too much motion will be distracting.

- When presenting virtually, remember that attendees are able to adjust their own volume, therefore, speaking in a normal volume is perfectly fine for this medium.

attendee TIPS

- Set up near a window to take advantage of natural light or choose a brightly lit room. Do not use a light behind you, as this will silhouette you to other viewers. Lighting should come from in front and above of you.

- Avoid audio problems by checking the settings of your video platform and ensure that the right devices are chosen for audio output (speakers, through which we listen) and audio input (microphone, through which we speak).

- Connect early. Many meetings begin 5-10 minutes late, because attendees have trouble joining, or trouble adjusting audio and video settings.

- Test your internet connection with the **Google Speed Test**. You need at least 15 mbs of internet speed to have a decent viewing experience.

- Ensure you are muted at all times you are not speaking.

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