

Healthy virtual meeting checklist

Managing your day and planning meetings

Consider the length of the meeting

Think about how you can allow attendees time to get up, stretch their legs and make a drink. If it's a meeting of an hour or more, set 10 mins aside to allow for this. Let people know there will be a break to stretch.

Timing meetings

Avoid scheduling meetings outside of 9am-5pm and in between 12.30pm-1.30pm where possible. Now is the time to build in healthy practices. We all need to take a break and eat our lunch, but if you need to eat then eat!

Manage your diary

Just because you can go from meeting to meeting doesn't mean you should! Consider ways to ensure one meeting doesn't run into another, e.g. start meetings at 10 mins past the hour, or finish 10 mins before the hour.

Further guidance

For further guidance on healthy virtual meetings with patients, view the [clinical video calls policy](#) on Connect.

Making the most of your virtual meetings

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Arrive early

Arrive at and log into your meeting early. This will give you time to check everything is working and also spend some time with others on the call.
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Allow time for small talk

Having time to connect with others helps build relationships, just as you would at a physical meeting.
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Introduce yourself

Let people know you are there. When you join a meeting say hi! – just make sure not to interrupt someone mid-sentence.
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Turn your camera on if you have one

If you are happy to use video, seeing others can reduce feelings of isolation. Turning it off can allow a better connection in a large group.
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Change your background

Use the background options. Not everyone has an office at home. If you prefer to keep home and work separate, this might help.
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Mute your microphone

Mute your microphone when you're not talking and, to say something, use the chat function, or if in MS Teams, use the 'hands up'.
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Using the chat function

In MS Teams, the chat function during a call can be found on the black toolbar. It's a good way to ask a written question without interrupting.
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Interacting with others

The chair of the meeting should outline how they would prefer you to interact during the meeting. This may be different in different meetings.
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Eliminate distractions

Try to avoid multitasking and eliminate distractions - turn off phones and resist looking at them during the meeting.
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Be comfortable

If you need to move around that's fine! Consider loading the MS Teams app to your work phone so you can move about.

How to end your meetings

Consider how people are feeling and check in as necessary.

Avoid abrupt endings to your meeting. Say goodbye and allow chat as people leave.

It can be helpful to wave to show you are leaving



Leave the meeting – make sure you hang up the phone.