

**Watermark Webinar
Web Meetings that Wow®
May 31, 2017**

Set expectations for attendees

- No joining from car
- Be prepared to participate fully

More than 10 attendees?

- Designate assistant to help with tech issues and chat

Meeting kick off

- Use Web Meetings that Wow format
 - Goal, Current Situation and Agenda
 - Verbally or on slide

Webcam

- Webcam = eye contact
- Clean up background
- On and off more often
- When people comment: Webcam on
- Best used when giving opinions, stating emotions

Virtual Tools

- Use whiteboard vs. chat.
- Use drawing tools on shared content: Direct eyes
- When using chat: Divide conversations for easy reference
- Give presenter rights to others

Audio

- Call on someone to talk every 5 minutes
- Multiple voices: Divide content / different people talking
- Open phone line protocols: Manage who is speaking
- Others contribute via chat



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