

Best Practices to Holding Online Meetings

(Received from Sarah Diller, RI Membership Coordinator)

1. Familiarize yourself with a preferred online meeting platform ([Zoom](#), [GotoMeeting](#)) and host a test call prior to your first meeting
2. Provide one-on-one tutorials with less tech-savvy Rotarians on how to use the online meeting format.
3. Provide an agenda prior to the meeting.
4. Set up a communication/etiquette plan for holding online meetings
 - a. Requesting all attendees mute themselves when not speaking
 - b. “Raising hands” to avoid multiple people speaking at once
 - c. Pausing for questions
 - d. Using the chatbox feature
 - e. Recording your meeting for those unable to attend
5. Utilize [TED Talks](#), [Rotary’s VIMEO](#), and other pre-recorded speakers to watch online together and follow with a group discussion
6. Take the online courses at <https://learn.rotary.org/learn>
7. Select an article or short film to read/watch prior to meeting and discuss together
8. Determine the current needs of your community and promote an online service project/fundraiser
9. Get in contact with another club that is used to utilizing online technology such as an ‘e-club’ in order to discuss. Use the ‘E-Club’ section of the '[Club Finder](#)' on [rotary.org](#) or My Rotary. Alternatively contact your Regional Membership Officer (RMO) for contact details.

