



VIRTUAL MEETINGS GUIDE

This guide was developed by the National Association of Counties and modified by Westchester County to provide useful guidance and tips for hosting and participating in virtual meetings.

Virtual Meetings Definition

One on one with a team member, your manager or supervisor

Internal Team Meetings

One on one calls/meetings with external partners, members or peers

Committee Meetings

Webinars

Virtual Conference Events

Questions to Answer Prior to Hosting a Virtual Meeting

Determine the Organizer of the meeting

Who is the person to schedule the meeting, send out invites, secure audio and video links and passcodes from the tool you will be using (WebEx)?

Who are the participants?

How long will the virtual meeting last?

Are times convenient for all attendees (keep in mind time zone differences)? Work to schedule around mealtimes (i.e. lunch)

Determine the Facilitator for the meeting



Who will facilitate the meeting? There may be co-hosts and facilitators, but this should be clarified ahead of time to ensure that everyone knows their role.

Agenda

Determine the objectives for the meeting

Develop agenda and send out in advance

Assign time frames to the agenda to help stay on track during the virtual meeting

Determine who will capture decisions reached, minutes, etc.

Attendees

Confirm that all participants have reasonable access to videoconferencing technology from wherever they are.

Convey attendee expectations (e.g., do attendees need to review anything prior to the meeting or have certain materials accessible during the session?)

Can someone participate "half-way?" Is multi-tasking during the virtual meeting permitted?

If an attendee is a presenter, have them send their presentation in advance (or practice how you will give them presenter rights so they can share their screen and PowerPoint).

Determine what additional mechanisms participants will be able to use to share ideas and provide input, such as chat or question box.

General Tips

Test the software program before your meeting. Do test runs with two to three people to make it manageable before conducting in larger group. Practice video, audio, muting and unmuting, screen sharing, presenter sharing, chatting and questions.

Use video, if possible, to keep people's attention.

Have an agenda and script that include when presenters will need control and when to unmute attendees for questions and comments.

Provide phone(s) call-in number for those who can't be at their computer during the meeting.

Participants in the virtual meeting are not required to give their consent for the call to be recorded, but are notified when it is being recorded and have the option to leave the meeting.

Be mindful of your background, which will be visible to everyone. Consider removing any personal items (family photos, etc.) that you do not want in view.

Ask users to mute their microphones when they aren't speaking, and remind them to unmute if they wish to speak (if allowed). If you are the host you may want to use the "mute all" function to eliminate background noise.

Explain the agenda and chat/question options to attendees at the start of the meeting.

Ask speakers to announce themselves before speaking.

Don't attempt to achieve total proficiency before using. Try it and work out the bugs as you move along.




Accept that mistakes may happen with first time use but you can't correct those mistakes if you don't formally use it. Know that you'll get better each time you use it.

Allow for a little extra time to conduct the meeting, you may or may not need it.

Google Chrome is recommended as your Internet browser for Webex events.

Additional Webex Resources

[Cisco Webex Meetings Video Tutorials](#) 

[Managing Webex Meetings \(Webex User Guide\)](#) 



Contact the Help Desk (<mailto:helpdesk@westchestercountyny.gov>)

Send an e-mail or call (914) 995-5513 for any telecom or technical assistance.



Speech-Activated Phone Directory ([/speech-activated-directory](#))

If you need assistance in finding a phone number dial 995-TELE or 995-8353.



Visit the Michaelian Office Building ([http://giswww.westchestergov.com/gismap/default.aspx?address=146 Martine Ave&city=White Plains&state=ny&zip=10601](http://giswww.westchestergov.com/gismap/default.aspx?address=146%20Martine%20Ave&city=White%20Plains&state=ny&zip=10601))

MOB is located at 148 Martine Ave., White Plains, NY. Main number: (914) 995-2000.





RFP Postings (<https://rfp.westchestergov.com/rfp/>)



Update Outlook Info (</cww/outlook-contact-information>)



Password Policy / Update (</cww/network-password-policy-and-changes>)



Time and Leave System (<https://leaveinfo.westchestergov.com/leaveinfo/>)



Payroll Info (<https://payinfo.westchestergov.com/payinfo/>)



Training Calendar (<https://hrcalendar.westchestergov.com/hrcalendar/>)



Human Resources (<https://humanresources.westchestergov.com/employees>)



Employee Wellness (<https://www.westchestergov.com/employee-wellness>)



UMR (<https://www.umar.com/tpa-ap-web/?navDeepDive=publicHomeDefaultContentMenu>)



CSEA (<http://csea9200.org/>)



Other Employee Info (<https://payrates.westchestergov.com/payrates/>)



County Meetings (<https://events.westchestergov.com/eventsbycategory/43>)

[Home \(/cww/\)](/cww/) | [Office of CE \(/cww/office-of-the-ce/\)](/cww/office-of-the-ce/) | [More News \(/cww/more-news/\)](/cww/more-news/) | [Department Intranets \(/cww/departments?view=tabs&layout=accordion&tab=1\)](/cww/departments?view=tabs&layout=accordion&tab=1) | [Terms of Use \(/cww/terms-of-use/\)](/cww/terms-of-use/)

[Subscribe to the MyWestchester Newsletter](#) 

Receive the County's weekly e-mail newsletter, MyWestchester.

Westchester County © 2022

148 Martine Avenue, White Plains, NY 10601

(914) 995-2000

[Privacy / Disclaimer \(http://www3.westchestergov.com/disclaimer\)](http://www3.westchestergov.com/disclaimer)

[Digital Content Accessibility Policy \(https://www.westchestergov.com/digital-content-accessibility-policy\)](https://www.westchestergov.com/digital-content-accessibility-policy)

