**Kent and Medway Pathology Network**

**Guide to Chairing Virtual Meetings**

**Co-created in the CPD session open to all on 28th September 2022**

**Before the meeting**

Agenda and timings – schedule the meeting to allow space between meetings and check with a colleague re realistic agenda timings

Build in a comfort break if meeting is more than 1.5h long

Send papers out from the correct network email address a week or at least three working days before the meeting

Papers titled with date – year, month, day (e.g. 221009), meeting name, agenda item number and title

Making sure people presenting are well prepared and have the facts and figures they need

Enlist the help of a buddy to share the screen

Try to protect some time to mentally prepare for the meeting – visualise your audience and how the meeting will flow

Have documents where you can find them easily

**During the meeting**

Start on time or maximum 2 minutes late – use the two minutes to break the ice with some humour and encourage small talk

Latecomers admitted via the lobby/waiting room so you know who is joining

Ask attendees to:

* mute when not speaking
* be on camera if possible unless eating
* raise hand if wants to speak
* use chat only for sharing links unless part of the agenda

Make sure all have opportunity to speak and/or pause for colleagues to contribute via chat

Keep an eye on timings and bring conversation back to the point, summarising the discussion and highlighting any actions. Suggest a topic is taken off-line if needs more discussion between two or three people

Make sure the meeting ends on time, summarises, thanks and next meeting date. End on a light-hearted note with some humour.

**After the meeting**

Minutes and action log out by three days after the meeting or a week at the most

Send a reminder of actions agreed in between meetings if there is a substantial gap