

Virtual Group Participant Guide

GETTING THE MOST OUT OF A VIRTUAL MEETING

INTRODUCTION

Virtual meetings allow us to connect in meaningful ways even when physically apart. It's possible to create a virtual environment where we feel valued and cared for and where we can feel the Spirit together.

The experience often depends on each person's willingness to learn new ways to engage and connect with one another via technology. If you choose to participate in virtual group meetings, this guide will help you get the most out of your experience.

PREPARATION

- Dedicate a quiet place where you can meet online so that you can be focused and fully present.
- Adjust your camera angle so your face is showing. To avoid appearing as a shadow, position yourself where there is not a strong light source behind you.
- Consider what others will see behind and around you during the meeting.
- Practice logging on with the technology well in advance of the first meeting. Test your audio and video. If possible, practice using the chat and other features. You might set up a meeting with a friend to troubleshoot your technology.
- Have manuals, materials, and a pen or pencil handy. A printed copy of the manual may simplify your experience.
- Turn off your phone or computer notifications, and close unnecessary windows or applications.
- If available, review the group agenda or outline in advance to prepare to contribute meaningfully.

DURING THE MEETING

- For the first meeting, join 10–15 minutes early to make sure you are connected. This helps promote a smooth start for the meeting.
- Use your video camera, and stay focused on the lesson and other group members.
- Show that you value the insight and experiences of others by respecting and listening to them.
- Seek opportunities to share ideas by asking and answering questions, either aloud or in the chat.
- Pay attention to whether others have spoken in the meeting. Allow for a little time after a question is asked so that everyone gets a chance to share and listen to others' responses.
- Mute your audio if there is background noise where you are.
- If you are having technical difficulties, ask for help via chat or phone privately to minimize disruption.
- Keep chat comments focused on the lesson.



AFTER THE MEETING

- Remember to keep things shared by others private.
- Connect with others who will support you, whether they are group members or others in your life.
- If you had technical difficulties during the meeting, review the preparation guidelines again. Reach out for technical support if you need it.