

COVID-19: Virtual Meeting Policy & Best Practices

In light of the current COVID-19 pandemic, virtual meetings are necessary in order to conduct business and maintain relationships with co-workers, customers and vendors alike. While a virtual meeting may not always seem as effective as an in-person meeting, there are ways to make the best of the situation and ensure an effective use of everyone's time. Our top three requirements are listed here. Scroll to the bottom of this page for additional resources relating to best practices for successful virtual meetings.



1. **Use your video.** Video helps personalize the conversation and keeps people engaged. It also shows the other meeting participants that you are focused on the meeting and not multitasking in the background.

If you have a meeting with a customer who uses video functionality during virtual meetings, you are required to turn on your camera. In all other virtual meeting situations, the use of video is highly encouraged as well.

Note: Though we at AGC Biologics use our video capabilities for meetings, always provide an audio dial-in option for external meeting participants. Video conferencing requires a strong internet connection, which may not always be available for all participants.



2. **Focus — do not multitask.** Conduct yourself professionally, as you would in an in-person meeting. Focus on the objective of the meeting and be an active listener. Avoid multi-tasking and focusing on other items that are not a part of the meeting.



3. **Test your technology ahead of time.** AGC Biologics provides Skype and Zoom options for virtual meetings. Test your chosen app and audio video functionality (i.e. camera, microphone, speaker, headphones) prior to the meeting. This will help avoid delays resulting in wasting time.

Are you new to Zoom? Click [here](#) to view the training video for first time Zoom users.

Do you want more tips and ideas on how to host a successful virtual meeting? Read **“What It Takes to Run a Great Virtual Meeting”** by the Harvard Business Review by clicking [here](#). You can also watch a training video on **Hosting Successful Virtual Meetings** by clicking [here](#).