

INTERNATIONAL MEETINGS

Some tips & tricks to keep in mind when your virtual audience is global:

You may need to meet outside of your normal working hours

Think about the additional logistical details for other geographic regions

Always be mindful of cultural and visual etiquette



Be Flexible

- Set meeting times based on maximum participant availability.
- Balance out the workload and timing when possible. For example, rotate meeting times so that every time zone in attendance has a meeting at a normal hour.
- Be candid with your team. Acknowledge that the meeting takes place at an odd hour but is required in order to effectively collaborate.



Follow Etiquette

- Establish a standard language to be used in team meetings.
- Speak clearly and slowly. Take others into consideration, as their native language may not be the same as yours.
- Use video so that people can read facial cues.
- Avoid last minute cancellations and rescheduling, if possible.
- Be mindful of cultural work norms, as these can vary from country to country.



Think Through the Logistics

- Like any meeting, identify your decision-makers ahead of time and make sure they're included in meetings.
- Use all tools available, like the World Clock Meeting Planner to help you populate a table of suggested meeting times.
- Be sure to include country-specific, toll-free dial-in options for those with no/poor Wi-Fi connection.
- Send any meeting materials 24-48 hours in advance.
- Plan for extra time during meetings to account for late arrivals and discussions that may run over.
- If available, use Live Captions in your conferencing application to help with communication when you have participants with various native languages and accents.



COLLABORATIVE
SOLUTIONS