

# VIRTUAL EVENTS

## TIPS AND TRICKS FOR VIRTUAL GATHERINGS

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**TEMPLATES:** For meetings that recur on a regular basis, Zoom has a template feature on their scheduling page, which you can utilize to ensure your settings stay the same meeting-to-meeting. These settings include duration, password protection, and attendee audio settings.

**AGENDA:** Create an agenda that includes key talking points, meeting structure, and contact info for those in attendance. Share the agenda prior to the meeting so everyone is prepared and on the same page. Be sure to attach any relevant files as well.



**AUDIO ETTIQUETTE:** Speakers, panelists, and hosts should mute themselves whenever they are not talking. They should also ensure their environment is free from noisy distractions when they are talking. Speakers should not interrupt or cut each other off. Hosts should assist with transitions between speakers.



**PRACTICE SESSION:** For larger events or gatherings, a practice session or run through with any speakers/ panelists will ensure that everything goes smoothly on the big day. Practice sessions are also a great opportunity to ask questions and figure out technical difficulties ahead of time.



**VIDEO ETTIQUETTE:** Anyone on video should be dressed appropriately and remain engaged during the course of the meeting. If not utilizing virtual backgrounds, the backgrounds of those on video should be appropriate. Consider providing a virtual background for speakers and panelists if you are aiming for a cohesive look.



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