GETTING READY FOR YOUR MEETING

Here are some tips on how to successfully prepare for any meeting, webinar, or online presentation, courtesy of Movability members Point B and Thrival:

Prepare your physical environment.

- Find a quiet place, free of distractions. You might have to get creative.
- If you don't have many private areas in your home to hold meetings or take calls, schedule times with your family for when you would like background noise to be low.
- Check your bandwidth to make sure your internet and cell service are strong in order to avoid delays or drops.
- Make sure the physical set up of your home office is a space that is comfortable, but allows you to do productive work. Make sure all technology in your space is working and running smoothly.

Gather yourself and the necessary tools to conduct your meeting/presentation

- Go through your notes and slides, and rehearse material as you would for a regular in-person presentation.
- Check that your presentation and handouts can be shared and accessed virtually by all attending the meeting.
- If you're presenting with a partner or team, make sure roles and responsibilities have been clearly assigned and delegated, as well as having an outlined flow of how the presentation is supposed to be carried out.
- Do a tech-run to make sure all your necessary equipment is ready to go for your meeting.
- Clear your desktop screen of any material you do not need during your presentation if you will be sharing your screen during the meeting.
- Get your physical environment ready for you to present. Keep your environment clean and professional, and let others in your home know that you will be in a meeting.
- Dress for success, or how you normally would to the office. No one wants to see someone roll out of bed to work in their pajamas.
- Record your presentation and upload any notes taken during the presentation for people to go back and refer to afterwards.

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