

7 Online Meeting Tips that Prep you for Success



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1. Your online meeting name should be both fitting and engaging

In a time where online meeting invitations are filling inboxes, differentiating your meeting from the rest is important. Aside from being creative, your title and content should be consistent as well. This will ensure that your audience knows exactly what they are signing up for all while sparking their interest.



2. There is a secret formula for sending online meeting invitations

Your invite communication flow plays a big role in the success of your sign-up rate. At Grandstream, we like to create invitations with three components in mind: graphics that go hand in hand with your content, attention grabbing headlines, and meeting details that pop out from the rest of the invite. A good time to send these are 14 days prior to the event followed by a reminder the day of your meeting. Draw their attention and provide as much information as you can without making your email long and boring. Remember, an online reader's attention span is less than 15 seconds! So, use that time wisely.



3. Perform dry runs before your meeting

This might sound tiresome, especially if you host online meetings often, but doing dry runs help anticipate and prepare for the worst. For example, making sure that if your audio cuts out unexpectedly, you have a slide in your presentation that fills that time slot and helps communicate the problem while it's being resolved. Dry runs also help nail down your presentation and script, contributing to the success of your meeting.



4. Get a team that helps you run an online meeting

While it may seem like you can handle it all, the truth is, you shouldn't. There are a lot of small details that need to be managed in the background of every online meeting. For example, having someone that manages the chatroom by answering questions or simply having a second pair of eyes that can catch unexpected errors like a PowerPoint presentation mishap. Having a team by your side gives you the confidence needed to make your meeting a hit.



5. Make sure you have a backup power supply and your devices are fully charged

Sometimes the last thing in our mind is a fully charged laptop. Don't let something so small like a dead device ruin your online presentation. Double check your videoconferencing devices' batteries and make sure to have a backup power supply in hand to better prepare you for the worst.



6. Create a visually attractive scene for your audience

Is your presentation area clean? How about the background? Your surroundings are important, so pay attention to what your audience is viewing. If you have props in your presentation, make sure they are easily accessible and/or neatly displayed. Adding a background like a branded banner will add a personalized touch and differentiate you from other online meetings. And lastly, make sure your presentation area is clean and decluttered. No one likes messes!

A purple circular icon containing a white sign with the words "THANK YOU" written on it, representing gratitude or a thank-you message.

THANK
YOU

7. Don't forget to follow up with your attendees

Just like invitations and reminders, thank you emails are also important. Your attendees took time out of their busy schedule to listen to you, so give them a shout out. As a good practice, include a copy of the meeting presentation or key summary points. This will help your attendees have access to your meeting's content in case they missed anything.

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