

SELECT A PLATFORM



Different platforms offer **various options** for live events or for ongoing collaboration between experts or team members. Depending on your needs and goals, **one type of platform** (eg, live meeting, hybrid model of collaboration suite and live meeting, collaborative portal used over time) **may help you achieve your objectives better than others**

INTEGRATE ACTIVITY



Add **live polling** to collect feedback and **prioritize ideas** in real time

Turn **webcams on** to foster **collaboration**, avoid participants going off-task, and **build community**

Work from **live shared documents** or online whiteboards to **gather contributions** from participants

BOOST ENGAGEMENT



Minimize presentation time, take planned breaks, and limit slides to **avoid overwhelming audiences** (≤15 slides for a 90-minute discussion)



Share the recorded meeting and key takeaways for retention, then **follow up with weekly reminders**

MAXIMIZE MEETING FACILITATION



Designate an event manager and **select moderators experienced in** engaging with and **drawing out feedback** from the audience



Provide more time to generate deeper feedback by limiting the number of discussion questions, and **consider using premeeting surveys** for additional data collection

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