

# REMOTE Moderation



## Preparation

- Prepare agenda upfront
  - What do I want to achieve in this meeting?
  - Which tools do we need?
  - Plan breaks for long meetings
- Make sure everyone got access to the tools upfront
  - Add links to tools in the invitation
- Add link to videochat room in the appointment.  
Don't rely on the meeting room name you added. It is more convenient to be able to directly click on the link

## Doing the meeting

- Be early and setup / test your infrastructure and tools
- Start with some remote socializing, small talk, check- in, etc...
- Visualize digitally
- Summarize results
  - Document as much as necessary, but as little as possible
  - Do it "on the fly", try to avoid doing documentation work "afterwards"
- Follow the HolidayCheck meeting rule and finish earlier
  - If a meeting lasts about 30 minutes, end it 5 minutes earlier
  - If a meeting goes an hour or longer, end it 10 minutes earlier
  - We need this time to prepare for the next meeting, to relax, to get a coffe...
- End the meeting with a short retrospective, i.e. (ROTI, etc.)

## Remote Meetings in a Conference Room

- Be early and check the technical setup
- Position the room microphones and camera properly