



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

Personalavdelningen

[Ev. kompletterande text,
t.ex. befattningshavare]

EV. DOKUMENTTYP SLU ID: SLU.[Skriv numret här]

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Advice when holding digital meetings

1. The meeting leader should ensure that there is a clear purpose for the meeting, as well as that all participants are given an established agenda. The purpose for this is ensuring that the participants have time to prepare what they would like to say.
2. Before a distance meeting, it is important to clarify any rules – for example that all participants turn off their microphones and subsequently turn them on when they wish to speak (in order to avoid bad sound quality).
3. Agree on how to take notes during the meeting as well as who is responsible for taking them. By using some tools, the chat window or shared documents can act as the protocol.
4. Follow the agenda – structure is more important during distance meetings than regular ones.
5. If any material needs to be shown, it is possible to share a screen during the meeting.
6. Ensure that the information is transparent and that everyone gets to talk when they wish to say something. Allow one participant to speak at a time, and thank them for their input before the next person speaks/the next item is discussed. Include all participants in a meeting as much as possible.
7. Remember to be extra clear when necessary, especially when a response is required. Do not assume that everyone heard, kept up with or agree with what was said.
8. Also consider how communication is conducted during the meeting. This does not just mean to listen to what is said, but also to what is not said such as tone, voice pitch and silence. It is also good to be relatively informal and facilitate spontaneity during virtual meetings.