VIRTUAL MEETINGS: THINGS TO CONSIDER

Who are you inviting and what are their limitations and abilities?

- **Equipment**
- **Connectivity**
- **Comfort and familiarity with devices**

Establish meeting purpose before you set it up or determine attendees

- **Social**
- **Business (chapter leaders/committees/all members?)**
- **Personal (member care in small groups)**

Select your platform – you must balance:

- **Cost**
- **Capabilities of leader and attendees**
- **Control features desired**

⇨ *Planner/Leader of the meeting must confidently know the software!*