



ROLE

- Slide presentation
- Guide the VC
- Brief for exercises

CONTENT SHARING

GROUND RULES

- Keep slides to a minimum
- Keep presentation time to 5 min max
- Summarise key points
- Keep slides visual – models etc

ROLE

- Capture key points during discussion
- Capture points during group discussion
- Draw / explain concepts

WHITEBOARD AND DRAWING

GROUND RULES

- Useful in small groups
- Give one participant ownership in group discussions
- Use in breakout sessions, not the main room

ROLE

- Demo online tools
- Demo websites and systems
- Used by participants in breakouts

SCREEN SHARING

GROUND RULES

- Keep demos shorts – 1 minute
- Avoid multiple demos
- Encourage participant to use phones

ROLE

- Sense check of participants' understanding of a current topic
- Initiate a discussion
- Help to narrow the point of discussion
- Kick off a new topic

POLLS

GROUND RULES

- Max 2-3 polls in a set
- Prepare follow up questions
- Don't overuse in the VC – 2 sets of polls during a VC is enough

ROLE

- 2-way communication
- Presentations
- Group discussion

AUDIO

GROUND RULES

- Mute when not speaking
- Use other forms of communication during presentation mode

ROLE

- Communication during presentation mode i.e. ask a question, quick check in, 'thumbs up'
- Allows participants to express themselves

REACTIONS

GROUND RULES

- Encourage use of reactions throughout VC
- Ask participants to use 'raised hand' if they want to ask questions during presentation mode

ROLE

- Ongoing comments / questions during presentation mode
- Capture opinions / reflections during exercises
- Direct chat between participants

LIVE CHAT

GROUND RULES

- Position 'check in' points on the chat
- Have a co-host/moderator review chat during VC
- Keep points short and direct

ROLE

- Visual connection
- Track engagements
- Connection in group discussion

WEBCAM

GROUND RULES

- Gallery mode at discussion points
- Encourage participants to leave their camera on during presentation mode

ROLE

- Small group activity / discussions
- Share independent activities
- Debriefs / feedback

BREAKOUT ROOMS

GROUND RULES

- Max 2 breakouts per VC
- Clear instructions
- Appoint one person per group as a scribe
- Move from room to room to check in