



Remote Meeting Principles

Well-tested guidelines you can use to facilitate a better remote experience for your participants

- **20% Tech Buffer Time**

Use any leftover time to go deeper in discussions

- **Activity for Tech Onboarding**

Practice using interactive features like chat, polls, etc...

- **Verbal Communication & Tech Guidelines**

Set the stage at the beginning and ask participants if they have any suggestions for Ground Rules they'd like to add

- **Make Human Connections**

Have videos on for check-ins and any activities where you're strengthening empathy and/or trust

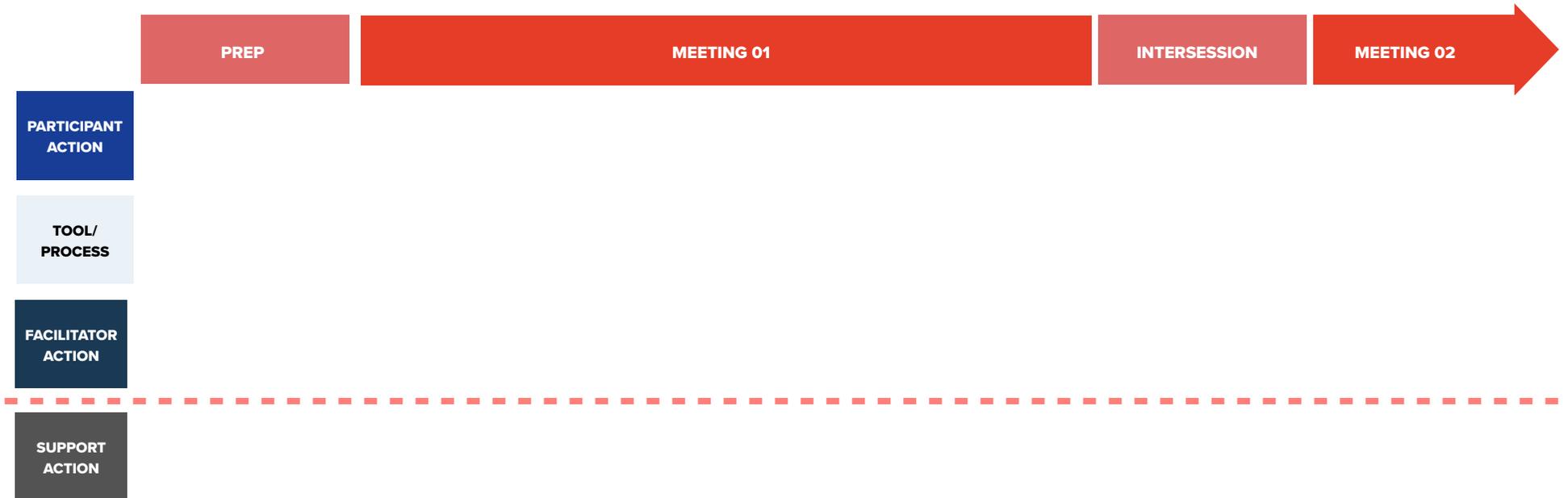
- **Contingency Plan**

Consider what alternative technology can be used, like a .pdf emailed to participants instead of a live screen share



Facilitation Blueprint (Skeleton)

A diagram you can use to map out and design your participant's experience over time





Facilitation Blueprint (Sample)

Sample Facilitation Blueprint for a Social Media Workshop Series

	PREP		WORKSHOP 01						INTERSESSION		WORKSHOP 02
PARTICIPANT ACTION	ACCEPT MEETING INVITE	COMPLETE PREWORK	SIGN ONTO CALL	GET INTO GOOGLE SLIDES	ICEBREAKER ACTIVITY	INSTAGRAM PRACTICE ACTIVITY	CREATE NEXT STEPS	COMPLETE FEEDBACK SURVEY	FINISH PRACTICE ACTIVITY	COMPLETE PREWORK	SIGN ONTO CALL
TOOL/ PROCESS	EMAIL/ CALENDAR	EMAIL & LINKS	ZOOM	CHAT/ GOOGLE SLIDES	GOOGLE SLIDES	GOOGLE SLIDES	GOOGLE SLIDES	GOOGLE FORMS	GOOGLE SLIDES	EMAIL & LINKS	ZOOM
FACILITATOR ACTION	SEND INVITE	SEND PREWORK EMAIL	TECH SUPPORT/ WELCOME	POST LINK IN ZOOM CHAT	INTRO ACTIVITY	FACILITATE ACTIVITY	DOCUMENT NEXT STEPS	POST FORM LINK IN CHAT	SEND REMINDER EMAIL	SEND PREWORK EMAIL	TECH SUPPORT/ WELCOME
SUPPORT ACTION	WRITE INVITE COPY	WRITE PREWORK	PREPARE SESSION LINKS	CREATE SLIDES	DESIGN ACTIVITY	DESIGN ACTIVITY	CREATE SLIDE	CREATE FORM	WRITE REMINDER EMAIL	WRITE PREWORK	PREPARE SESSION LINKS