

# STUDENT ORGANIZATIONS

## HOW TO RUN A PRODUCTIVE VIRTUAL MEETING

### Tips for Success

1

Know your participants

2

Create the invite list and notify members who should attend

3

Create and share the agenda

4

Set clear meeting goals

5

Engage members and encourage conversation

### Meeting Tools

#### Zoom Account

Recognized organizations have access to a university Zoom Account.

1. Chapter Advisors coordinate the creation of a Zoom account through Student Affairs.
2. After agreeing on a date/time, Chapter Officers request a Zoom Room with their Chapter Advisor.
3. Chapter Advisors will provide the link for the Zoom Room.

#### Zoom Meetings

Each organization has a designated Chapter Advisor with access to a university Zoom Account.

1. Zoom allows participants to chat, share documents, and video conference.
2. Each room can hold up to 300 attendees. If you need a larger room, contact the Office of Student Affairs.