**Virtual Meeting Planning**

**Benefits:** Meetings are an important part of your Section and Branch activities and virtual meetings are encouraged to bring together members from multiple and remote locations. Aside from the annual or the general meeting, consider a monthly or bi-monthly presentation, 30-45 minutes long, and ask for a member volunteer to lead the activity.

**Recommendations:**

* Always allow plenty of time in planning these activities.
* Schedule activities at a time of year that will maximize your attendance and increase the availability of speakers.
* Events at different times are encouraged to attract different audiences. Keep in mind different time zones when setting the time.
* Plan on having a dry run before the day of your meeting. Invite all who will be presenting and speaking. Remember to test any screen sharing, including any video you may be playing, and remember to select “share computer sound” if audio is included.
* Have your speakers and presenters join the meeting before the scheduled time on the day of your meeting. This way you can troubleshoot any audio-visual issues you may encounter.
* Suggest to your speakers and presenters, if possible, to be hard wired into the internet. This will help with WiFi connectivity issues.
* Make sure there is a back-up person to share the presentations. That way if someone is having issues, someone else can share their screen.
* Social meetups have also been met with success.

**Additional Resources:**

* Looking for guest speakers? Visit ASCE’s [Online Speaker Bureau.](https://www.asce.org/membership/member-benefits/online-speakers-bureau) The Speakers Bureau allows potential speakers to sign-up online and provide details on their areas of expertise and availability.
* Learn tips and best practices of meeting planning in this new virtual media world. Webinars hosted by the Leader Training Committee include the [Section and Branch Virtual Annual Planning Best Practices Webinar](https://collaborate.asce.org/professionaltopics/viewdocument/section-and-branch-virtual-annual-p?CommunityKey=c95c7fc3-ed66-4208-8841-14604b5a3c32&tab=librarydocuments&LibraryFolderKey=&DefaultView=folder) and [Section and Branch Virtual Happy Hour Ideas Webinar](https://collaborate.asce.org/professionaltopics/viewdocument/section-and-branch-virtual-happy-ho?CommunityKey=c95c7fc3-ed66-4208-8841-14604b5a3c32). All Leader Training Committee hosted webinars are posted on the [LTC Resources](http://regions.asce.org/leader-training-committee/resources) page under the column entitled “Webinars.”
* Use [ASCE Collaborate](https://collaborate.asce.org/home) Manage Events resource, under Get Started Tab, New User option.