**National Institute of Environmental Health Sciences**
*Worker Training Program*
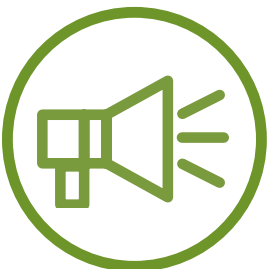
# WTP NIEHS COVID-19 Response

## Technology Tips for Virtual Meetings and Interactive Online Sessions

### Meeting logistics

- Have a moderator to troubleshoot and monitor the chat box
- Practice the technology beforehand
- Ensure security settings of your platform and have a plan of what to do if there is a security breach

### Beginning the meeting/training

- Start with a quick check-in or ice breaker. Use these suggestions, or find more in the references below.
  - What was your first job? And name one hazard that you faced.
  - What is the story of your name?
  - Have you seen anything lately that made you smile?
- Create a space for announcements and celebrations

## Be an engaging presenter/facilitator

- Ask a question
- Be spontaneous to keep the audience stimulated
- Make frequent changes to keep the audience engaged
- Use two speakers or engage with an attendee
- Do a health and safety critique or hazard analysis of a photo or video
- Ask the audience to complete an assignment and send it to you
- Answer questions – ask for them before the event and during
- Use storytelling
- Use humor
- Consider use of videos for engagement, but remember that they can be troublesome over a virtual platform. Here are some tips:
  - Test the tech ahead of time
  - See if your platform has options that make video sharing more successful. For example, Zoom has options to "Share computer sound" and "Optimize for full-screen video clip" while sharing a video.
  - Remember to sign out of YouTube or present in incognito mode
  - Send a link to participants to view the video on their own. It gives the participants some independence and offers a break and change of pace.

## Use interactive software

- Conduct a survey or poll (available in most online meeting software packages, or companies such as Kahoot! or Slido)
- Use the software to do knowledge checks during the training and share the results
- Use breakout rooms for small group discussions (available in Zoom and GoToTraining)
- Encourage the chat function – some people prefer this, and it can lead to an engaging discussion that you can save
- Do an online brainstorming or sticky note activity using platforms such as Ideaflip, Padlet, or Google Docs.
- Use a whiteboard for brainstorming (available on Zoom)

## After the meeting/training

- Do a "temperature check" – especially if it's recurring or continuing another day
- Send a follow-up email

## REFERENCES

**Tips + Resources for Virtual Gatherings**, from the American Evaluation Association
**7 Ideas for Making Your Webinar More Interactive**, from ClickMeeting
**5 ways to make your webinar interactive**, from Medium
**How to Make Webinars More Interactive**, from MyOwnConference
**Icebreakers for virtual teams**, from Lucid
**Top 25 most popular icebreaker questions**, from Medium
**35 Tools for Online Brainstorming and Decision Making in Meetings (2020 update),** from Lucid

**NOTE:** *Inclusion on this fact sheet does not constitute an endorsement by NIEHS.*