

# How to get yourself prepared for virtual meetings

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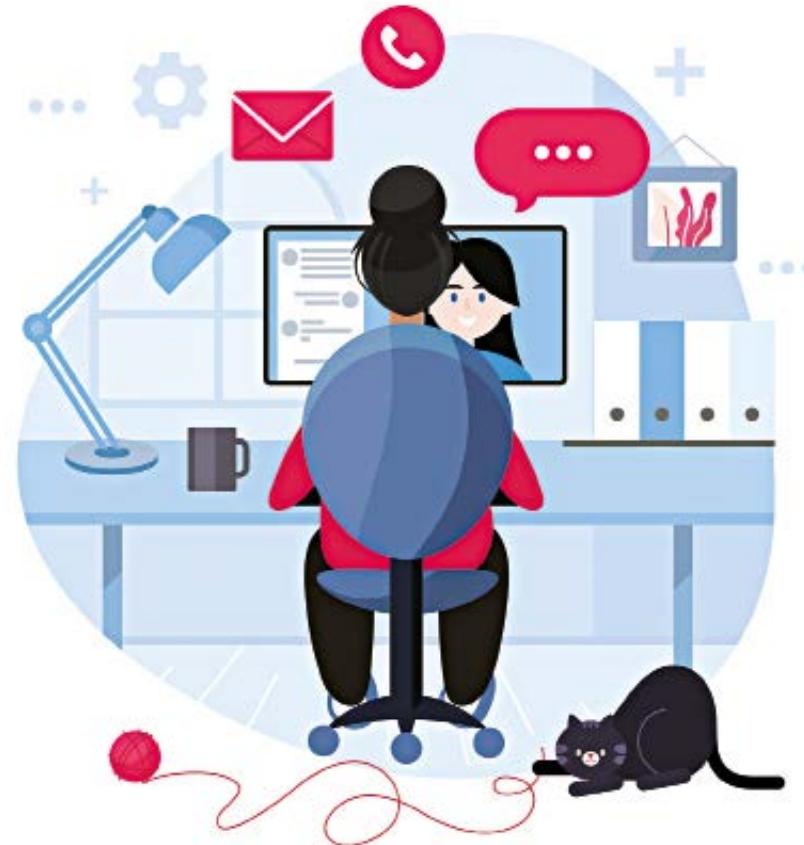
The outbreak of coronavirus has brought various unprecedented challenges along with it. With the "work from home" culture on the rise, virtual meetings have become a convenient way of maintaining digital communication, although some may find it difficult to get used to this abrupt shift. Amidst this ongoing crisis, online platforms like Zoom, Google Hangouts Meet, Skype, Microsoft Teams, BlueJeans etc. are being used like never before. Since adapting to the new workplace is important for the time being, here are some unwritten, yet necessary rules for you to integrate into your next virtual meeting.

## BECOME FAMILIAR WITH THE SYSTEM YOU ARE WORKING WITH

With more and more virtual meetings happening now, it is crucial to get yourself acquainted with the basics of the technology or the tools you will be using. You should make sure that you acquire the right tools and test it beforehand; learn to turn on/turn off the video and microphone, share documents on-screen, transfer files during a meeting and while you're at it, learn how to avoid becoming a meme sensation by turning yourself into a potato, even though we all can agree on the fact that going on a trip to outer space with the virtual background is quite tempting.

## TAKE CARE OF YOUR SURROUNDINGS

While adjusting your work setup, try to choose good lighting with zero noise from the outside so that no disturbance occurs, at least from your part. If you share living space with someone else, letting them know that you have a meeting going on can make sure no undesirable interference distracts anyone during the meeting. Make sure you keep your background clutter-free so it does not appear harsh to the eyes. As for what type of clothes you should wear, many individuals claimed that changing into formal clothing helps them get



into a productive headspace whereas many others have confirmed that fake-wearing formal clothes work just fine. So probably you can decide that for yourself on your own and dress accordingly.

## GET YOUR PRESENTATION READY

It is very important that you keep your files and necessary documents ready before attending a meeting. Moreover, the objective or the purpose of the meeting should be determined before the meeting starts so that it can have a well-structured guideline to follow where every attendee is aware of the agenda. Also, you can write down your points during the meeting to get back to them later without interrupting others to ensure everyone gets a chance to speak up so that no idea remains unaddressed because it

is important that everyone becomes active participants in meetings.

## ENJOY THE FLEXIBILITY

You can use your planner to mark the date or even set a reminder using the alarm clock to avoid getting late in attending the meeting. After all, you are no longer dealing with the traffic. Writing down meeting minutes can help everyone understand their roles regarding assigned tasks to ensure a productive outcome. Since the whole process of conducting meetings has changed with remote working, the meeting can become a little flexible as well. Don't be way too rigid, loosen up a bit with casual conversation, ask others about their circumstances since this is the moment to improve the connectivity as a team and have a successful virtual meeting.

## THE BOSSMAN

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