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**Self-Advocacy Groups Taking Care of Business:**

**Tips and Strategies for Successful Online Meetings**

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|  | **Choose an Online Platform**   * Zoom   + Free and easy to use   + Widely used due to COVID   + Free account limited to 40 minute maximum per meeting   + Can pay for more time and options * Google Meet   + Free   + Host must have Google account such as Gmail to host meeting   + Has captioning available |
|  | **Advance Planning Strategies to Make the Online Meeting Run Smoothly**   * Decide which online platform will be used * Practice using online platform with participants prior to meetings * Prepare a clear agenda * Assign tasks/roles to different participants such as note taker, chat monitor, meeting facilitator * Send out meeting agenda and information on how to join the meeting at least one week in advance |

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|  | * Send information and instructions on how to join the meeting including links and call-in numbers Including, meeting links, call in numbers * Send out meeting reminder a few days before the meeting with related materials such as agenda, task assignments, meeting links, and call in numbers * Set up meeting so all participants start on mute to reduce background noise |
|  | **Tips for a Productive Online Meeting**   * Have an agenda * Start on time and keep to the schedule * One person talks at a time. * Say your name when you speak, example “This is Jae, and I want to say…” * Join meeting from one device |

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