

EFFECTIVE MEETINGS

tick to denote good.

Cross to denote bad.

✓
Possibly a picture of someone holding and agenda filled out. With people around looking engaged.

• Ensure a detailed agenda is sent in advance.

✗
Picture of someone holding blank agenda looking confused.

✓
Picture of organised meeting with only one person talking

Chairperson must exercise control.

✗
Picture of chaos with lots of people talking at same time.

✓
Picture of all seats filled for a 9am meeting

Punctuality is a must as it is a matter of if others are waiting.

✗
Picture of someone walking in late to a 9am meeting.

✓
Picture showing a London meeting starting at 8am with someone in ~~Sydney~~ Sydney awake & alert

Consideration should be given to the time zone in other countries.

✗
Picture of LON meeting starting at midday UK time with someone in Sydney asleep.

Emphasize
importance of
checking videoconference
facilities 15 mins before



Check VC
facilities in
advance.

Emphasize fact
that checking a start
of meeting often means
late start.

