

### Introduction

When to Publish Your Agenda  
Three Roles That Will Make Your Meeting Run Smoother  
Two Things to Restate at the Start of Every Call  
Don't Wait for Engagement, Do This Instead  
How to Make Sure Everyone Is Prepared  
What to Do If People Can't Attend

Source: <https://www.wildapricot.com/blogs/newsblog/2017/06/21/6-steps-to-run-a-virtual-meeting>

### 1) When to Publish Your Agenda

Publishing your meeting agenda ahead of time is one of the most important things you can do to help participants prepare for the call. But just as important is making sure the agenda is realistic, time-bound and relevant. Rick sends out a detailed agenda at least 5 business days ahead of time, after gathering topic requests from his team. The agenda document, sent both as an email attachment and included in the meeting request, includes pertinent details that allow everyone to come thoroughly prepared for a productive conversation. Roles are clearly spelled out, along with objectives for each topic, allotted time, and needed preparation. For example, people might be asked to come with questions about a particular topic, status updates or ideas to share. Rick also indicates what form of discussion each topic will take: information-sharing, problem-solving, updates, etc. This way, everyone is ready to dive in at the outset..

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