Red Cross | **Climate Centre**

Virtual Meeting Logistics

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Organising sound and engaging virtual meetings is a process that requires a fair amount of organisation and logistics. Check if all is in place ahead of your next meeting!

Checklist

☐ **The Learning Objective**: Be clear what you are hoping to achieve in the meeting and use this to design the process and programme.

☐ **Sending invitations:** consider who your audience is and ensure you find appropriate ways to inviting your audience. Remember that the time of the meeting might prevent some people from attending.

☐ Choosing an appropriate **platform for engagement**: ensure that the platform you are choosing serves your purpose of the meeting and is familiar to participants, while accommodating different internet speeds.

☐ **Designing the programme**: have you designed the programme to achieve a good flow, alternating engagement segments with input sessions to suit the learning objective?

☐ **Allocate clear roles and responsibilities**: it is important to allocate clear roles and responsibilities in the team and to have a clear outline of the programme. Ensure that a colleague can take over the process should your network connection fail!

☐ Be clear about **who is holding the process** and guides participants through the meeting. Ideally this is not the person that gives the most (or any substantial) input...

☐ **Share the invitation link with participants** shortly before the meeting and be ready to open the virtual room ahead of time to allow people to settle in.

☐ **Ensure sound record keeping** and document discussions so that you can meet the objectives of the meeting. Consider carefully the benefits and limitations of recording the meeting.

Climate relevance

Climate related meetings are often complex and include a broad variety of stakeholders. Considering logistics is crucial to ensure sound and inclusive participation in the process.

virtually amazing
Enabling virtual engagement for facilitating complex dialogues to tackle Climate Change