

## **Virtual Site Visits: Tips for Meeting Participants**

### **Technology**

- ☐ Accept the calendar invitation with the meeting link embedded. That way, the meeting link will be readily accessible to you.
- ☐ Use headsets or earphones and mute your microphone when not speaking to eliminate background noise.
- ☐ Meetings with video are far more engaging. Always display your video when possible.
- ☐ Check your technology at least 10-15 minutes ahead of the meeting.
- ☐ If you are connecting from home, let others know that you are incommunicado during the meeting time. If bandwidth is an issue, ask them to refrain from conducting activities that use a large amount of bandwidth, e.g. watching movies.
- ☐ Know how to contact the designated IT staff member if you are having difficulties connection. Check first with them.
- ☐ If you have connection problems, try turning off your video. If you are unable to maintain a stable connection, try connecting via telephone.

### **Meetings/Interviews**

- ☐ Let the evaluation team members direct the pace of the meeting.
- ☐ If you are leading the meeting, consider using an online screen timer that is easily visible to everyone to keep meetings on schedule.
- ☐ If you are going to be allowed to share your screen, have the document open ahead of time and learn how to share the screen in the shortest time possible.
- ☐ When called upon, make your answers brief, but complete.
- ☐ For meetings with more than eight participants, use the chat box to type in questions. The meeting “host” can then call on individuals as appropriate. Some online meeting software includes a “raise your hand” option, which functions the same way.
- ☐ Do not conduct other business during the meeting. Your institution’s accreditation is too important to be distracted, especially when you are the person who can make the appropriate information readily available for the evaluation team members.

- ☐ If you have been asked to provide documentation that was not included in the Evidence Inventory, check with the institutional key contact to learn how to share that information. Offer to meet with the team member who requested the information if there are further questions.
- ☐ Attend the oral exit report presentation to hear firsthand the findings of the team.

### **Reminders**

- ☐ Uphold the Commission's expectation of confidentiality and ensure all discussions between team members and institutional representative and among team members are not recorded in any way.
- ☐ Respect the time allowed for team working sessions.