

FOUR HACKS TO NAIL YOUR VIRTUAL FLY-IN

THE MEETING STARTS BEFORE THE MEETING

Do your homework in advance. Confirm the stakeholders who are attending and research their issue position and personal ties they have to your company or organization's interests.



CHECK YOUR TECH

Test-run your technology platform for sound and picture and familiarize yourself with features like chat and screen sharing. Use a halo light or triangulate lighting to ensure you're well-lit. Use a head or external microphone to ensure you are clearly heard. Have a back-up plan in case of power outages or broadcast disruptions.



LESS IS MORE

Make the most of your short time by ensuring your message and ask are succinct and targeted. Offer to follow-up with more details after the meeting.



MAKE IT VISUAL & INTERACTIVE

Utilize interactive features like chat, polling, whiteboards, and break-out rooms. A brief visual-focused PowerPoint presentation can help explain concepts and make your message stick.

