

RECOMMENDATIONS FOR ONLINE CONVERSATIONS

TO FACILITATE THE TRANSMISSION OF NONVERBAL CUES:

- Keep the camera turned on
- Locate the camera so that the participants are able to see your upper body movements - not just your face
- Adjust the light so that you are facing the source of the light (window or light)
- Encourage using the Reaction buttons available in videoconferencing tools

TO AVOID DISTRACTIONS RELATED TO TECHNOLOGY AND ONLINE CONTEXT

- Prefer the use of microphone-headphone sets over computers built-in microphone and speakers
- Familiarize yourself with videoconferencing tools

TO PROMOTE OPTIMAL LEVEL OF PARTICIPANT ACTIVATION AND TO AVOID "ZOOM FATIGUE"

- Avoid Zoom or Teams marathons, organize a break if the meeting will last more than one hour.
- Remember to take care of yourself and have breaks between remote meetings
- Consider carefully for whom the meeting is necessary and what is their role in the meeting
- Enhance the participants time to calm down and to bring their focus on the meeting, e.g., by opening small talk or quiet relaxation in the beginning of the meeting
- Talk about the purpose and aims of the meeting - this may help to promote the transition from other tasks to the meeting. Also let participants know what working methods will be used.
- Be explicit with the meeting agenda and what is expected from the participants
- Use break-out rooms with topics that needs to be discussed - this creates active participation
- Promote everybody's participation by showing curiosity to participants own ideas, opinions, and experiences about topic at hand
- When participation is in low level, invite actively participants to rather speaking yourself. For example, ask three participants to talk together about the topic while others focus on listening.
- Keep an eye on the signs of disengagement and change the way how you "orchestrate" the meeting if participants are getting disengaged. One way to intervene is to invite the participants to comment and reflect on each other's turns
- Keep an eye on even small signs of somebody wanting to take a turn