# YAAN: HOSTING AN ONLINE MEETING

A checklist for YAAN ambassadors.

**Apprenticeships**
Young Ambassador Network

Online meetings are becoming a popular way of being able to connect with more people. To help you prepare for and to make a good impression when hosting an online meeting, we have put together our Top 10 tips.

### Be prepared and organised
If you are sharing a presentation or following a script, make sure that you have rehearsed before the meeting.

### Arrive before the designated time of the meeting
Familiarise yourself with the platform, and make sure it is all working before other participants start arriving.

### Make sure that you sound enthusiastic when talking to the audience
If you are using your camera, look professional and have positive facial expressions, smile, nod, etc.

### Get permission to record or take pictures
Do not record or capture any images from the webinar without informing the participants first and letting them know how they will be used.

### Check audio and visual are working
Check that everyone can hear you and can see your screen (if you are using slides).

### Introduce the functionality of the platform
Explain the controls to the audience and how they can engage with the meeting. Ask everyone to mute to reduce background noise.

### Keep to the allocated time of the meeting
If you think that it will be longer than planned, make the participants aware and provide them with information on how they can catch up if they need to leave.

### Be aware there may be interruptions
During these situations, it might be possible to mute the participant experiencing the interruption to reduce noise.

### Encourage participation and allow time for questions
Try to spot if someone has been quiet and ask them for their thoughts. Leave enough time for questions at the end of the presentation to engage more with the participants.

### Prepare for any technical issues
Technology can have its problems. Have a back-up in mind if there is a technology or application failure.

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www.apprenticeships.gov.uk/influencers/
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