



# Hosting an Online Meeting

Here are 9 tips to help you have a successful virtual meeting with your group. For examples and more information about these tips, safety guidelines or to see what Girl Guides and Girl Scouts around the world are doing, visit our website <https://www.waggs.org/en/what-we-do/for-her-digital-world/>



**Read the Do's and Don's during online meetings.**



**Make sure that you have secured the consent for all participants.**



**Send clear instructions on how to join your meeting.**



**Check if everyone's microphones, videos and internet connections are working.**



**Make a list of materials you need to use during your meeting and share it to your members.**



**Keep track of time. Have a clear agenda and set a time for each discussion.**



**Ask your members what activities they love and find fun and think of how to bring this online.**



**Invite members to turn on their camera- if they are comfortable to do this.**



**Regularly ask if everything is clear, and if there are any questions.**



Share your activities with us using the hashtags:  
#ForHerDigitalWorld, #DigitalGuiding or #DigitalGirlScouting