

EFFECTIVE DESIGN for *LIBERATED* VIRTUAL MEETINGS



DESIGN ELEMENT		NO?	YES?
1	Are you inviting participants to shape next steps? Will you develop solutions, make action plans, or produce something together?	Re-consider why you're meeting. Dig deeper into what you need from participants to make progress. Using interactive virtual technology for sharing information is reliably unrewarding for all.	Proceed
2	Will content or new information be provided +24-hours in advance?	Don't waste group time reviewing homework. Set the firm expectation that everyone come prepared. Honor participants by giving them enough prep time.	Proceed
3	Have you drafted the questions or themes to be explored & specific invitations to participants?	Without preparation it is much more difficult to include everyone, spark creative participation, and generate better-than-expected results.	Proceed
4	Will you be using subgroups to explore the topic in-depth? Does your platform support it? (e.g., chat, breakout rooms, white boards)	Dig deeper and reconsider. Most complex challenges benefit from multiple perspectives and diverse action ideas. Breaking out reduces <i>groupthink</i> and improves ownership + follow through.	Proceed
5	Will it be possible for each person to formulate/refine their ideas individually & in pairs before sharing with the whole group?	Re-consider until you find a way to build safety, spread trust, and dampen power differences. Fear is a novelty killer. Sorting & sifting 1-2-4-All-wise speeds up the generation of high quality solutions that stick.	Proceed
6	Are you ready to facilitate with very rapid cycles and make changes on-the-fly as better possibilities pop into view?	When liberating virtual meetings, practice makes perfect. Have a co-leader or partners to help make big shifts & agenda changes. A well-developed plan prepares you for productive improvisations.	Proceed
7	Are you prepared for someone participating only by phone (with loud background noise) or for the collaborative technology to fail miserably?	Someone will inevitably end-up dialing in from their mobile <sigh>. Send them the meeting record. There will be hiccups and outright failures. Rather than muddling through, consider rescheduling when the technology is working.	Proceed with abandon