TECHNICAL CHALLENGES
- Use great equipment
- Have a back-up tool
- Use the Buddy System [more info]
- Test technology, lighting, and connection
- Assign someone to deal with tech challenges

TOO MUCH BACKGROUND NOISE
- Use noise canceling headsets
- Agree to meet in quiet places
- Mute yourself when not speaking
- Disable tones and announcements

UNENGAGED/BORED PARTICIPANTS
- Implement ELMO [Enough! Let’s Move On]
- Ask for feedback
- Have good lighting [more info]
- Use video when presenting
- Follow-up on action items
- Make agenda accessible to all
- Assign and rotate meeting roles
- Keep presentations to a minimum
- Start with an icebreaker question
- Select people to answer questions
- Arrive early to build in personal time
- Make sure everyone gets a chance to speak
- Stop updates where you read to each other
- Schedule ongoing, non-obligatory meetings [more info]
- Use collaborative tools to visualize your discussion

MEETING GOES IN TOO MANY DIRECTIONS
- Keep time
- Have a facilitator
- Use a virtual parking lot
- Reserve time for parking lot

PEOPLE WHO TAKE OVER
- Implement ELMO [Enough! Let’s Move On]
- Have a facilitator
- Have a way to indicate you want to speak (i.e., raise hand)

LANGUAGE BARRIERS
- Have a backchannel
- Use video and read lips

TIME ZONE ISSUES
- Talk in one time zone
- Double check your time zone
- Rotate meeting times to share the pain