Principal(ing) in Place:
An Evening to Connect, Learn, and Laugh

Making Virtual Meetings Meaningful

Thursday, April 9, 2020 / 8:00 pm – 9:00 pm EST

Our Moderators

NAESP National Coronavirus Taskforce Members

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Purpose for This Series

- NAESP's real-time response to meet members needs
- Topics will be driven from membership and current context of leading
- Participants will receive a roster of attendees and related links to resources shared during the event

How are you?

Poll #1 Question: Choose Your Quarantine House

- Justin Bieber, Will Ferrell, & Lebron James
- Jennifer Lopez, Post Malone, & Gordan Ramsey
- Miley Cyrus, Quentin Tarantino, & Chris Hemsworth
- David Blaine, Beyonce, & Dr. Phil

(Why? Use the Chat box to write in your response.
Be sure to send to 'all panelists and attendees'.)

Making Virtual Meetings Meaningful

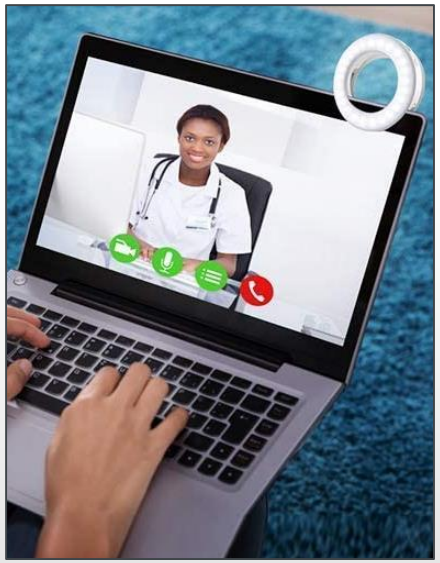
Technical Tips, Planning, & Engagement

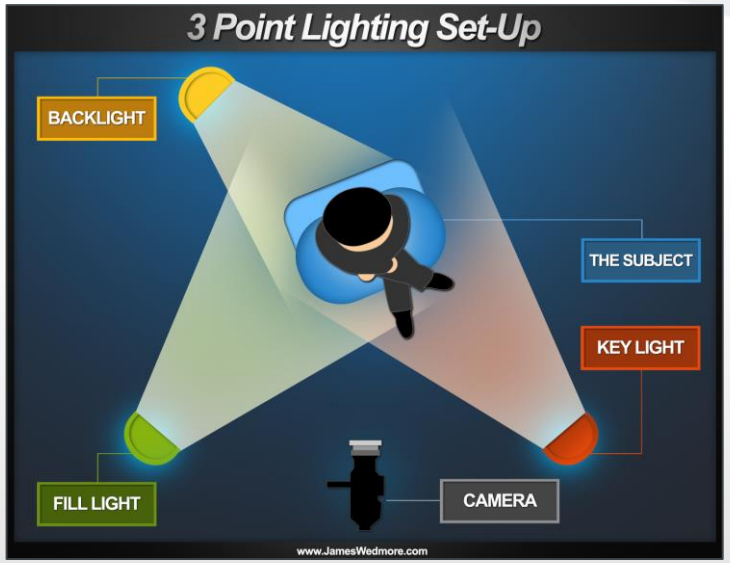
Poll #2 Question: Have you experienced any of the following in an online meeting?

- Awkward personal background conversation
- "You're muted!"
- Dogs barking
- A child jumping into the picture
- "Can you see my screen?"
- Host or participants shows their pets
- Someone picks their nose on camera
- Host accidentally shares screen with personal stuff
- Other

Lighting and Sound

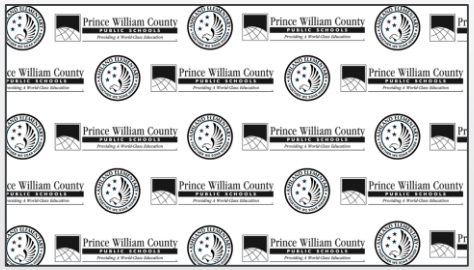
1. Use external microphone and external camera
2. Add ring light or three point lighting





Virtual Backgrounds

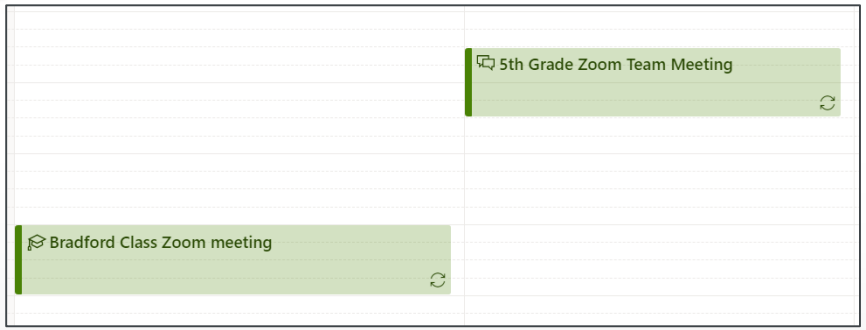
1. Think Foreground Lighting & Background Contrast
2. Create/Use Your Own Brand
3. Use Simple & Easily Recognizable Imagery
4. Think Around or Beside You, Not Behind You

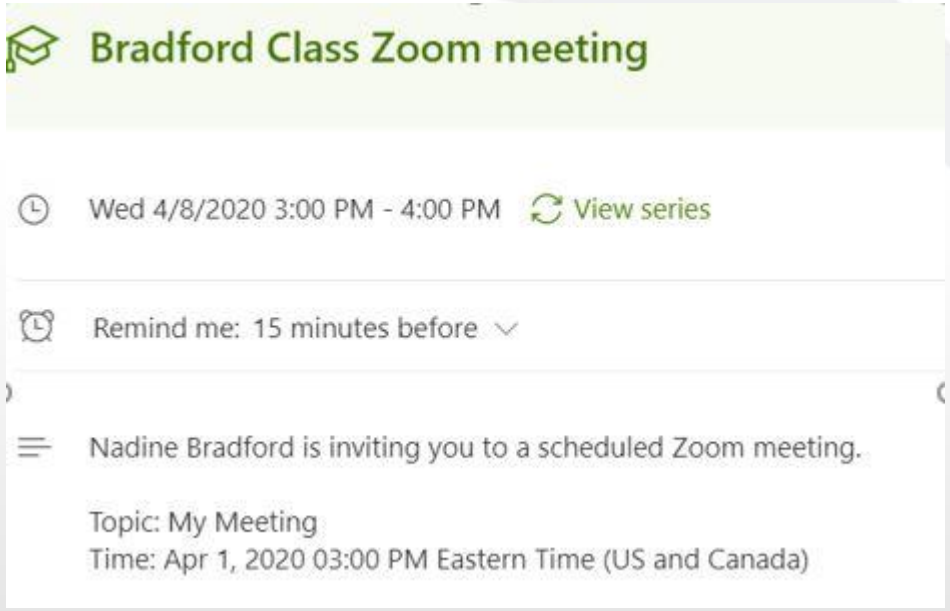


Zoom Virtual Background Tutorial:
https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background

Scheduling

- *Routine* vs *Random* vs *As Needed*
- Secure Shared Online Calendar





Purposeful & Engaging

The purpose drives the plan.
The plan drives the participants, agenda, and length.

Poll #3 Question: What are the purpose(s) of your staff meetings lately?

(A) Updates
(B) Getting input from staff
(C) Checking social emotional levels
(D) Interpersonal connections
(E) Other

(Any other reason for meetings for you? Use the Chat box to write in your response. Be sure to send to 'all panelists and attendees'.)

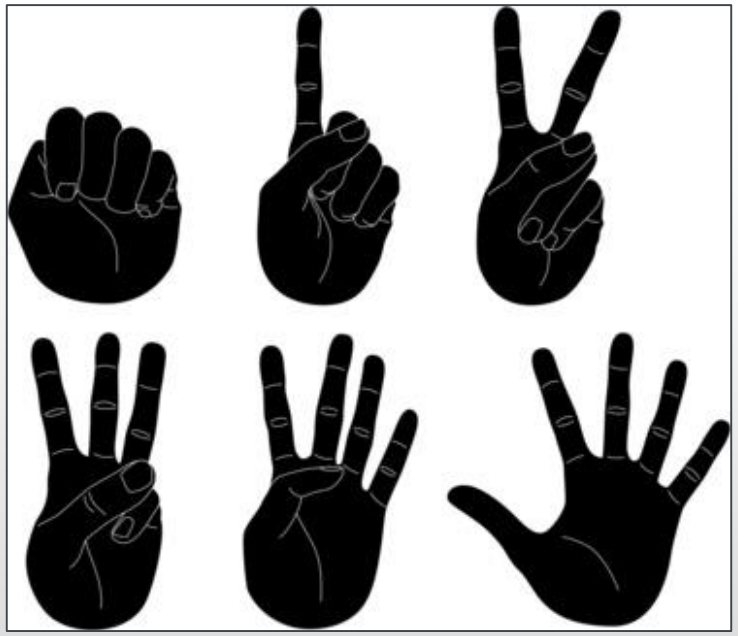
Plan

Nonverbal communication is more important now than ever. Meetings should be planned to maximize interpersonal time.

Purpose	Warmup	Presentation or Activity	Feedback	Next Steps
5%	20%	50%	20%	5%

Engagement

- Themes/Contests
- Typical gatherings
- Chat box
- Games
- Breakout rooms & report
- Informal feedback



Principal(ing) in Place Challenge:

Post your favorite virtual background (with you in it)!

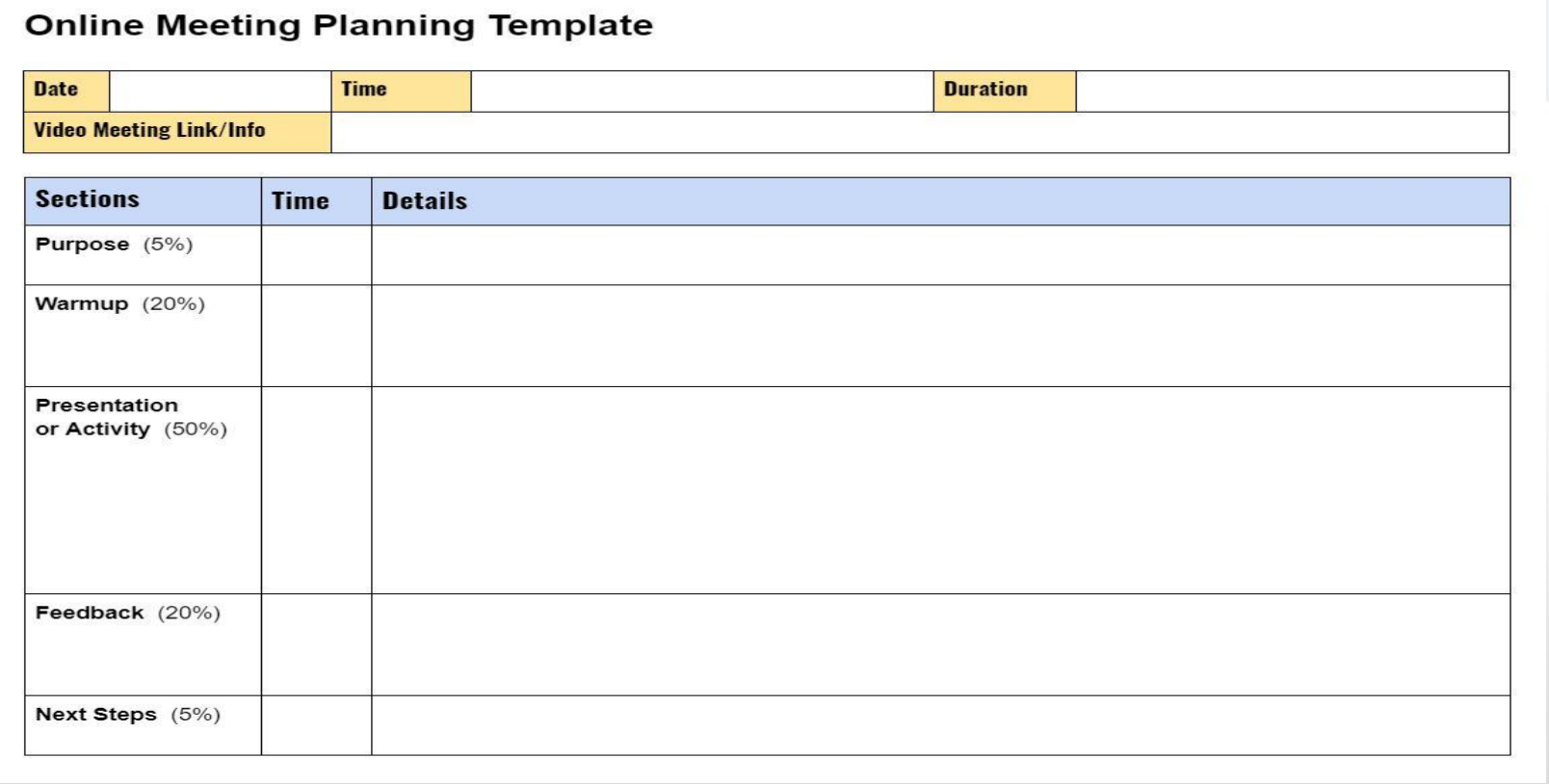
Tag us and use #NAESP to win!

@JessicaCabeen @runnin26 @_andyjacks

Resources

Online Meeting Planning Template

https://www.naesp.org/sites/default/files/u3701/Online%20Meeting%20Planning%20Template%282%29.pdf



Online Meeting Planning Template

Date		Time		Duration	
Video Meeting Link/Info					

Sections	Time	Details
Purpose (5%)		
Warmup (20%)		
Presentation or Activity (50%)		
Feedback (20%)		
Next Steps (5%)		

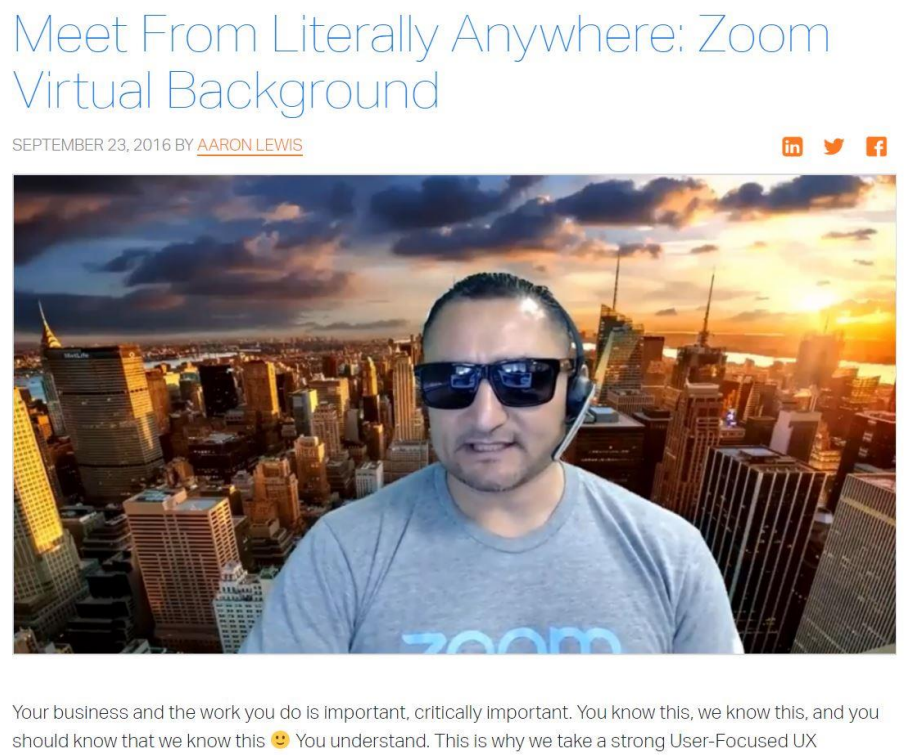
Resources

Spice Up Online Meetings Infographic

Resources

Zoom Virtual Backgrounds Video Tutorial

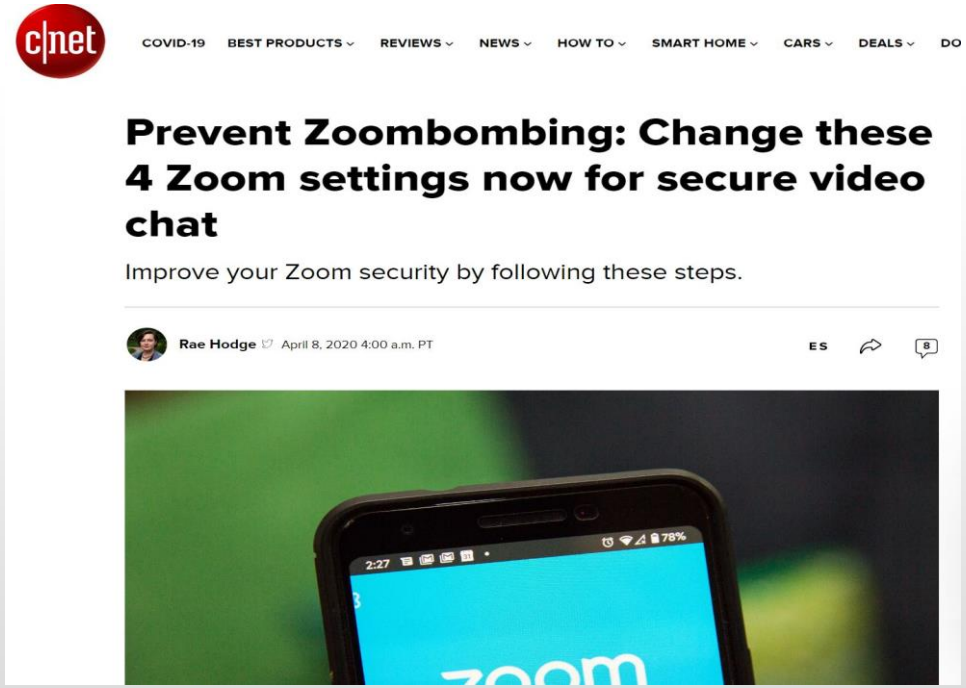
https://blog.zoom.us/wordpress/2016/09/23/zoom-virtual-background/



Resources

Prevent Zoombombing: Change these 4 Zoom settings now for secure video chat, CNET

4/8/20, https://www.cnet.com/how-to/prevent-zoombombing-change-these-4-zoom-settings-now-for-secure-video-chat/



Next week's topic: Creative Ways to Connect Through Video

with Guest: Dr. Brad Gustafson, Principal
Greenwood Elementary School, MN
National Distinguished Principal,
Best-Selling Author, and NSBA
Twitter @GustafsonBrad.