**Tips and tricks for online trainings and meetings**

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We have alot talent within our organization. Having participating in numerous meetings online, like all of us recently, I have reflected on the ways myself and others can best represent our organization and make it a more enjoyable and meaningful opportunity for our clientele and staff. Here are my items — please share your insights and maybe we can create a how-to document that all of us can benefit from.

1. Large online events require two educators or an educator and staff person that both have administrative permissions. Both should be able to account for it in digital measures. Both are vital. This accomplishes several tasks:
   1. The presenting educator just has to worry and prepare for the presentation. The educator has verified that all of these items are ready to roll.
      1. Title slide already up for when people arrive. The second educator (coordinator) has validated that they can see the slide prior to masses coming on (15-30 minutes prior to posted time).
      2. Polls (if created) are ready to go.
      3. All videos or embedded files will actually stream.
   2. The second educator or staff person I will call the coordinator. Here are some of these tasks.
      1. Allow people into the training, especially after the presentation has begun. Both educators can do this prior to go-time because we can all get distracted.
      2. Mute mics and monitor for inappropriate activities by others. Muting people who will not or cannot or want to share too much allow the presenter to educate with interrupted thoughts.
      3. Monitor the chat box. Especially if they are an educator, screen the chat and answer the easier questions and point out the difficult ones to the presenter and pre-established times.
2. Use two monitors if available. In PowerPoint, one will show the presenter’s screen (with notes and upcoming slides) and the other screen will show the presentation. Share the screen, ***not*** the program. For me, my laptop is the main screen and presenter’s view is ***not*** full screen. This allows me to have the chat and other modules in view. My presentation is on the second monitor.
3. Sign up a second device (computer, iPad, phone, etc). This is especially important if you do not have someone serving as your “wingman.”  Why do this?  So that you see what your clientele sees. Yes, you are watching yourself but you also do not need to ask anyone if they can see your slides. Sound/mic activation will also show you who you need to mute. Here are some things to consider:
   1. Leave the second device’s sound and camera **off**.
      1. Sound will cause feedback.
      2. Camera will chew up too much bandwidth for most.
   2. Before others get on, use the second device to perfect what you want others to see but make sure that it is in the presenter view too instead of the tile view. Most people should have it set up that way and you may consider pointing that out to them prior to beginning of the program.
4. Have additional files and programs open to the second screen. Prior to the beginning the program, open and then slide each other program to the second screen and then minimize it. Then reopen to make sure that it goes back to the second screen. By sharing the second monitor and prepping the additional pic, apps, etc., you can more quickly transition from one to another as you give your presentation.