

# Four easy steps to organise an online network meeting

Here are some helpful tips to arrange online meetings



## Arrange meeting

### Get in touch, decide when and what you'll talk about

Choose a time of day that suits the health workers in your area or field of expertise. Decide the focus for the meeting e.g. case study discussion, guest speaker/s, or local service presentation.

Contact your dedicated Project Officer to arrange a technical briefing.



## Promote and get organised

### Invite the network members, prepare a run sheet

The network meeting invitation will include the date, time and topic. The log in link will be sent to registered members prior to the meeting. Your Project Officer will design the invitation, provide the log in link and technical support information for participants. Develop a 'run sheet' to help you facilitate the meeting.



## Meeting day

### Welcome attendees and enjoy the meeting.

Welcome everyone, provide a quick tour of the Zoom features. Introduce the guest speaker or chair the discussion. Allow time for participants to introduce themselves, the chat box is helpful for large groups. Enjoy!



## After the meeting

### Liaise with your Project Officer

Provide any feedback to your Project Officer about the meeting. Your Project Officer will send Certificates of Attendance and the Network Directory to members. Now it's time to plan the next meeting!