EAPA Guidance for a productive and efficient online meeting

1. Agenda, supporting documents and login instructions
Before the meeting you will receive an email with an agenda containing the topics to be discussed, as well as the needed supporting documents. In this email, also the instructions to join the meeting, either online or by phone, will be provided.

2. Stick to the schedule
The starting time will be also specified, although it will be possible to join the meeting, at least 15 minutes before the beginning. Please, try to login with time enough to check that there is not any problem with your connection, audio or camera before we start the meeting.

3. Minimise distractions
We know that long times in online meetings can lead to distractions, which might reduce the quality of the discussions, as well as the meeting efficiency. For this reason, we will try to organise the agenda to cover all the points in the shortest time possible, and include all necessary breaks. Even so, try to avoid distractions in your surroundings, for example, by closing the door of your office, switching off your phone or closing other PC programmes, such as email or internet browsers.

4. Order
To make sure that the discussions are clear and audible for all the participants, make sure that your microphone is off, while you are not speaking. If you want to speak, turn on your phone and the Moderator will give you the floor. Please, do not interrupt other participants speaking.

5. Help
If you need support for the use of GoToMeeting app, you can find useful information and FAQ on the website: https://www.gotomeeting.com/meeting/online-meeting-support

For any general question, please, do not hesitate to contact me at breixo@eapa.org

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