

[Doodle](#) is an easy and free tool to survey availability. The poll creator sets initial days/times, and then can email a link to group members. Once group members have participated, and

In order to ensure that team members are prepared for meetings, it's a good idea to set a reminder in your own calendar a week in advance of your scheduled meetings. Send the agenda at least a few days in advance. Be sure to include links to any virtual meeting space, shared documents, or relevant items, as appropriate, in your reminder.

Communication Methods with Team

In today's world, there are many different methods for communication with your committee person meetings, email, video conferences, phone calls, and collaborative editors, among others. Do what works, but make sure that you document these discussions in order to maintain openness, transparency, and a historical record. Identify in advance who is keeping minutes for the meeting.

After the Committee Meetings

Post meeting documents in the appropriate locations in accordance with your committee's policies.

Read an ACRL bylaws or manual and the [ACRL Guide to Policies and Procedures](#) Note that all documentation may not be current.
Identify and introduce yourself to any liaisons.

Flexible

Utilize [lazy consensus](#) move forward even if you don't have 100% response.
Have a Plan B for whatever the situation might be, and especially for meetings and projects.
While it is important to set clear deadlines, understand when it is appropriate to give extensions. Remember, ~~we~~ all volunteers and have day jobs and lives.
Understand that technology fails. For example, if you're in the middle of an oemo oheet3(o)-(g)2.7(an)2

Accessibility

Keep the experience of people with disabilities in mind when creating documents and choosing tools. These disabilities may include visioemsues, hear3(o)-(g)2.67 issues, mobility and dectmity issues, or issues.

Asynchronous Materials

Read written questions out loud before responding to them.
Where possible, provide live captioning.
Provide accessible versions of webcast recordings, including captioning and transcription.

Accessibility Tools and Websites

When choosing tools, research both what the vendor claims about the accessibility of their tool as well as reviews from users with disabilities. Some vendors will provide online Voluntary Product Accessibility Templates (VPATs) to show their compliance with accessibility guidelines or may provide information about compliance with Web Content Accessibility Guidelines 2.0 (WCAG 2.0).

Adapted from and for more detailed information, see [SEA's Accessibility Documentation](#)

Synchronous Versus Asynchronous Communication

There are many choices for communication for your committee.

Synchronous Options

In-person meetings

Picking Web Conferencing Software

Committee chairs can decide which web conferencing software works best for them. If you have access to such a tool through your university, you can use it. ACRL offers Zoom to its committees through their [Virtual Meeting LibCa](#) Zoom allows participants to join audio via the computer or by phone, has robust screen sharing tools, and is easy to use.

If the ACRL Zoom option is not available, you can use the [free version of Zoom](#) for a free 40minute meeting, with limitations on how many participants can enter. Other popular tools include EWeb

Remember the outcomes that your committee has set in collaboration with your ACRL membership group. Keep those outcomes in mind when setting agendas for virtual meetings. If you are hosting virtual professional development meetings or webcasts through your ACRL section, consider creating a project management document of how you will be managing the events. For example, see the [ACRL ULS Professional Development Committee's ACRL LibGuide](#). This guide includes strategies for marketing, communicating events, and moderating large virtual meetings.

Running the Meeting

Establish norms at the beginning of at least your first meeting with the group. Example norms:

Be mindful of your input. Share opinions, but don't monopolize the conversation.

Stay present. Don't multitask or ~~wa~~ away without explanation.

recommendations when necessary. Consider sharing a best practice document [\(e.g., ULS](#)

Troubleshooting & Tooltips

As with any technology, technical issues are inevitable, especially while facilitating online meetings on a large scale. It's important to have a plan B and sometimes even a plan C when interacting on virtual meeting platforms.

For those of you on Windows: Windows, Ctrl+M
For those of you on Mac: Mac, Cmd+Ctrl+M
Use the 'raise hand' icon and 'raise hand' to make the meeting more engaging.
Turn on captions and transcription (CC) if needed.

Overall Resources and Links:

[ACRL's Instruction Section's](#) [Online Discussion Forum](#)