

Virtual Meeting **Fact Sheet**

FacilitatePro is the clear choice for *interactive* virtual meetings that support collaborative idea generation and problem solving.

- **Set-up** multiple meeting spaces and idea labs for the facilitation of online workshops
- **Conduct** unlimited webinars or online meetings at the same time with no restrictions on the number of participants
- **Connect** global participants in interactive discussions, same time and different time.
- **Support** virtual teams working collaboratively on idea generation, strategy formulation, issue resolution, focus research, skills development and more.
- **Provide** 24/7 access to a shared interactive environment for pre-meeting activities such as data collection surveys, issue prioritization and expectation exchange.
- **Augment** tele- and web presentations with on line post-it notes and flip charts to engage all participants with live interactive brainstorming and Q&A.
- **Go beyond** brainstorming with tools for categorizing, voting and action planning.
- **Document** group responses to problem-solving and idea generation for further action planning and implementation.

With FacilitatePro, your virtual meetings will:

Shift from one-way presentation to highly interactive idea generation and collaborative problem solving where everyone contributes and the meeting leader knows who's paying attention.

Engage participants in multi-tasking **on task** with an interactive meeting agenda that has them brainstorming, building, prioritizing and reflecting.

Bring together participants who are informed, invested and ready to produce results.

Extend the reach of managers and team leaders across boundaries of time, place and cultural setting.

FacilitatePro virtual meeting tools help you:

- Innovate solutions more quickly
- Reach decisions faster with greater buy-in
- Engage a broader spectrum of participants
- Collaborate with more open and honest exchange of ideas

To see for yourself, take our quick video tour at <http://www.facilitate.com/video/video-tour.html>



Getting Great Results from Virtual Meetings (October 2010)

Agenda



[Pre-Work: Introductions](#)



[Pre-Work: Virtual Meeting Facilitator Skills Assessment Survey](#)



[Pre-Work: What are some of the challenges that you experience with Virtual Teams?](#)



Six Critical Success Factors for Designing Interactive Meetings



Team Exercise - Creating a Virtual Meeting Agenda



[Scenario One - Project Kick-Off Event: Feedback and Suggestions](#)



[Scenario Two - Team Building across Cultures: Feedback and Suggestions](#)



[Scenario Three - Decision-Making Event: Feedback and Suggestions](#)



[Trust Builders and Trust Busters](#)



[When would a virtual meeting NOT be appropriate?](#)



[Video clip - 'The Virtual Meeting Participant'](#)

Interactive Meeting Agenda

*The interactive meeting
space where great
conversations happen.*