

# Principal(ing) in Place: An Evening to Connect, Learn, and Laugh

*Making Virtual Meetings Meaningful*

Thursday, April 9, 2020 / 8:00 pm – 9:00 pm EST

# Our Moderators

## NAESP National Coronavirus Taskforce Members



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# Purpose for This Series

- NAESP's real-time response to meet members needs
- Topics will be driven from membership and current context of leading
- Participants will receive a roster of attendees and related links to resources shared during the event

# How are you?

## Poll #1 Question: Choose Your Quarantine House

- Justin Bieber, Will Ferrell, & Lebron James
- Jennifer Lopez, Post Malone, & Gordan Ramsey
- Miley Cyrus, Quentin Tarantino, & Chris Hemsworth
- David Blaine, Beyonce, & Dr. Phil

*(Why? Use the Chat box to write in your response.  
Be sure to send to 'all panelists and attendees'.)*

# Making Virtual Meetings Meaningful

## Technical Tips, Planning, & Engagement

How I pulled up to my zoom meeting

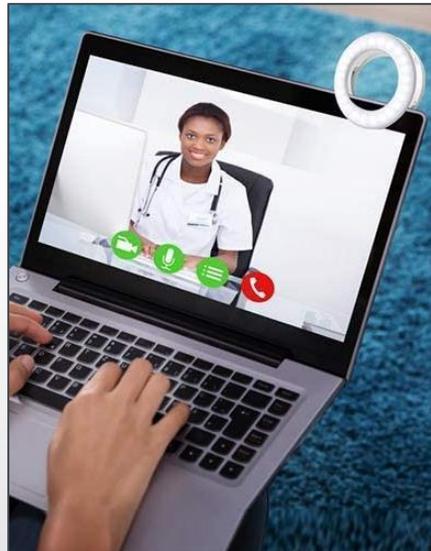


## **Poll #2 Question:** Have you experienced any of the following in an online meeting?

- Awkward personal background conversation
- “You’re muted!”
- Dogs barking
- A child jumping into the picture
- “Can you see my screen?”
- Host or participants shows their pets
- Someone picks their nose on camera
- Host accidentally shares screen with personal stuff
- Other

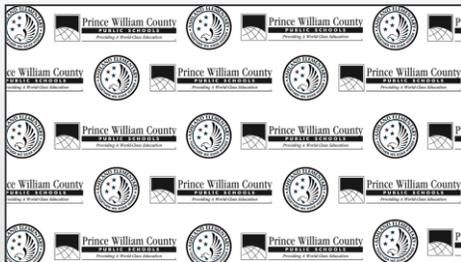
# Lighting and Sound

1. Use external microphone and external camera
2. Add ring light or three point lighting



# Virtual Backgrounds

1. Think Foreground Lighting & Background Contrast
2. Create/Use Your Own Brand
3. Use Simple & Easily Recognizable Imagery
4. Think Around or Beside You, Not Behind You

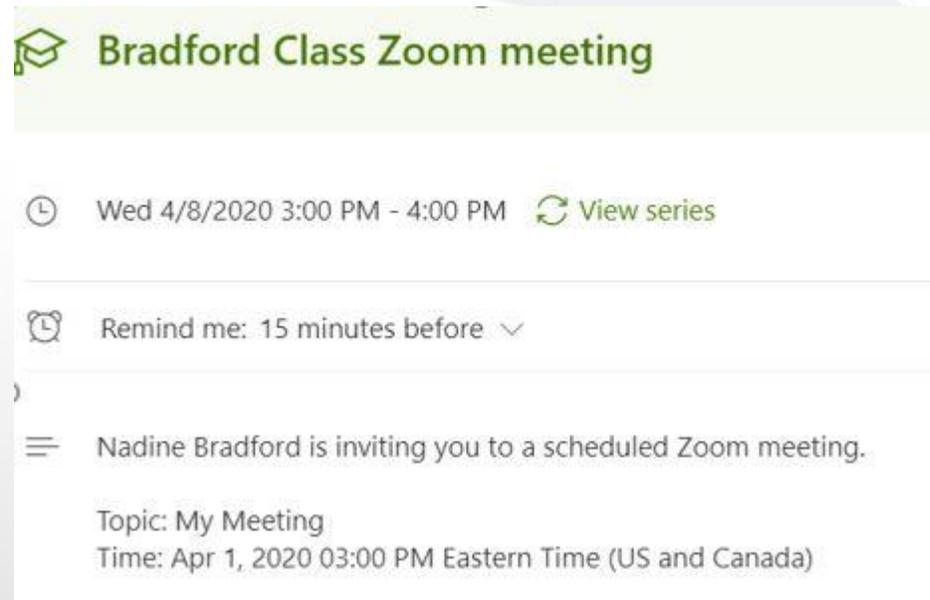


## Zoom Virtual Background Tutorial:

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

# Scheduling

- *Routine vs Random vs As Needed*
- Secure Shared Online Calendar



# Purposeful & Engaging

The purpose drives the plan.

The plan drives the participants, agenda, and length.

**Poll #3 Question:** What are the purpose(s) of your staff meetings lately?

- (A) Updates
- (B) Getting input from staff
- (C) Checking social emotional levels
- (D) Interpersonal connections
- (E) Other

*(Any other reason for meetings for you? Use the Chat box to write in your response.  
Be sure to send to 'all panelists and attendees'.)*

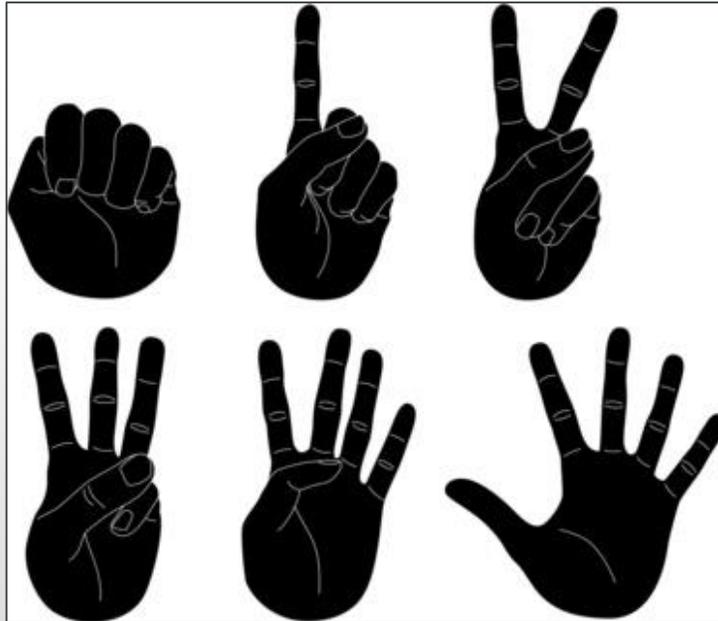
# Plan

Nonverbal communication is more important now than ever. Meetings should be planned to maximize interpersonal time.

Purpose	Warmup	Presentation or Activity	Feedback	Next Steps
5%	20%	50%	20%	5%

# Engagement

- Themes/Contests
- Typical gatherings
- Chat box
- Games
- Breakout rooms & report
- Informal feedback



# Principal(ing) in Place Challenge:

Post your favorite virtual background (with you in it)!

Tag us and use #NAESP to win!

@JessicaCabeen

@runnin26

@\_andyjacks

# Resources

## Online Meeting Planning Template

<https://www.naesp.org/sites/default/files/u3701/Online%20Meeting%20Planning%20Template%282%29.pdf>

### Online Meeting Planning Template

<b>Date</b>		<b>Time</b>		<b>Duration</b>	
<b>Video Meeting Link/Info</b>					

<b>Sections</b>	<b>Time</b>	<b>Details</b>
<b>Purpose</b> (5%)		
<b>Warmup</b> (20%)		
<b>Presentation or Activity</b> (50%)		
<b>Feedback</b> (20%)		
<b>Next Steps</b> (5%)		

# Resources

## Spice Up Online Meetings Infographic



**SPICE UP ONLINE MEETINGS**  
NAESP Principal(ing) In Place Webinar Series @\_andyjacks

**THEMES**  
Excite participants to want to attend meetings by sending themes in advance. *(Backgrounds, Clothing, Accessories, Refreshments, Music, sunglasses)*

**GAMES**  
Have fun with typical games that transfer well to an online setting. *(Scavenger Hunt, Guessing Games, Never Have I Ever, Rock/Paper/Scissors)*

**CHATTING**  
Allow multitasking in the chat box to engage & use real time feedback. *(Q & A, Informal feedback, Input for next steps, Shared technical tips)*

**SHARING**  
Provide time for intentional, efficient, and engaging sharing. *(Favorite picture, One word, Best Thing All Week, Use share screen or real paper)*

**POLLS**  
Prepare questions that will engage and guide the meeting.

**BREAKOUTS**  
Break large groups smaller for work sessions and report back to group.

# Resources

## Zoom Virtual Backgrounds Video Tutorial

<https://blog.zoom.us/wordpress/2016/09/23/zoom-virtual-background/>

Meet From Literally Anywhere: Zoom  
Virtual Background

SEPTEMBER 23, 2016 BY [AARON LEWIS](#)

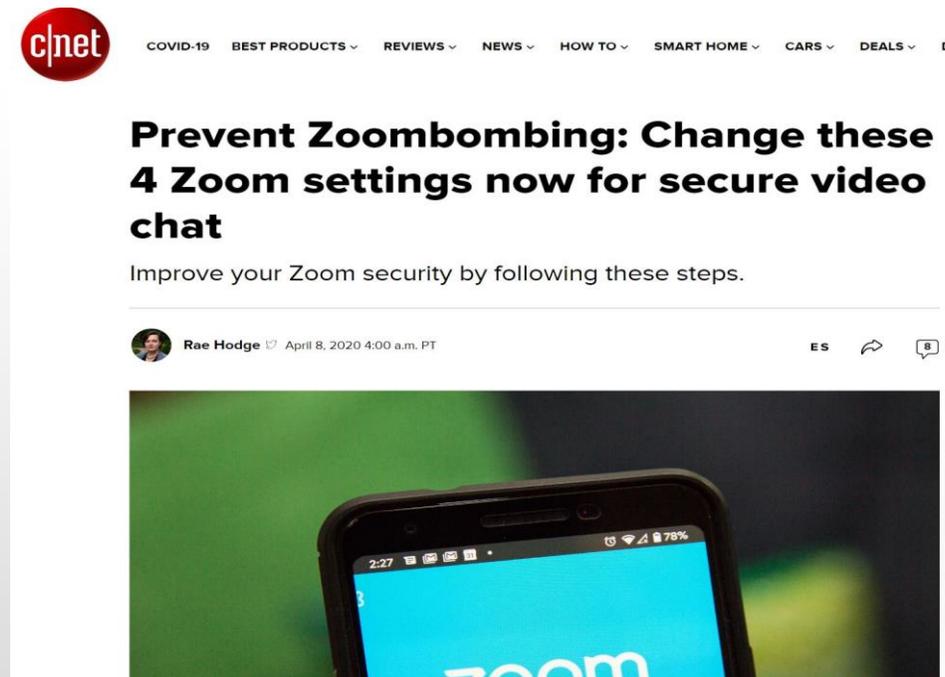


Your business and the work you do is important, critically important. You know this, we know this, and you should know that we know this 😊 You understand. This is why we take a strong User-Focused UX

# Resources

## ***Prevent Zoombombing: Change these 4 Zoom settings now for secure video chat, CNET***

4/8/20, <https://www.cnet.com/how-to/prevent-zoombombing-change-these-4-zoom-settings-now-for-secure-video-chat/>



# Next week's topic: Creative Ways to Connect Through Video

with Guest: Dr. Brad Gustafson, Principal  
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National Distinguished Principal,  
Best-Selling Author, and NSBA  
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