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

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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, & Gordon 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
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.

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<th>Warmup</th>
<th>Presentation or Activity</th>
<th>Feedback</th>
<th>Next Steps</th>
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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

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<tr>
<th>Sections</th>
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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

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 Greenwood Elementary School, MN National Distinguished Principal, Best-Selling Author, and NSBA Twitter @GustafsonBrad.