

CollaborateUp's Menu of Virtual Services



Virtual Meetings Tip	What CollaborateUp Can Do For You!
Preparing for Virtual Meetings	
Design a Smart & Deliberate Virtual Meeting	<ul style="list-style-type: none"> ● Work with you to develop and and format your meeting content ● Design and structure an agenda based on intended outcomes ● Design innovative and collaborative virtual activities to keep participants engaged ● Provide end-to-end coordination and logistics support
Broadcast the Meeting's Intended Outcomes	<ul style="list-style-type: none"> ● Craft an invitation that clearly defines intended outcomes and participant expectations ● Help with meeting publicity and invite management
Select the Appropriate Virtual Meeting Platform	<ul style="list-style-type: none"> ● Review available platforms and functionality with your team ● Recommend the best option based to balance your needs, participant access and functionality
Learn the “Ins” and “Outs” of Your Virtual Meeting Platform	<ul style="list-style-type: none"> ● Provide a tutorial on the interactive features of the virtual meeting platform (polls, whiteboards, breakout rooms, etc.) ● Work with meeting organizers to ensure participants leave sufficient time for testing and updating, as well as downloads
Support During Virtual Meetings	
Execute to Achieve Your Outcomes	<ul style="list-style-type: none"> ● Reinforce the meeting's purpose to help keep the conversation on track ● Provide any combination of virtual facilitation options: <ul style="list-style-type: none"> ○ Option 1: Document the meetings and provide written meeting summaries ○ Option 2: Moderate discussions and conversation in plenary or breakout sessions ○ Option 3: Facilitate meetings as the host or co-host
Promote Collaborative Problem Solving and Discussion	<ul style="list-style-type: none"> ● Lead and teach co-creation and co-design methods on any platform ● Encourage collaboration, learning, and adaptation
Designate a Techie	<ul style="list-style-type: none"> ● Provide tech support to ensure smooth operations while using the virtual meeting platform
Beyond Virtual Meetings	
Establish Multi-Disciplinary Resilience Teams	<ul style="list-style-type: none"> ● Identify who should serve on your company's resilience team (stakeholders that can triage needs, fast-track initiatives, and provide overall crisis coordination) ● Design a back-up plan if your virtual platform(s) crash or lag
Set Up an Effective Communication Chain	<ul style="list-style-type: none"> ● Map the various stakeholders and actors ● Outline criteria for stakeholder engagement/crisis response ● Prescribe mobilization plans ● Design communication and coordination protocols (call trees or scenario-based plans)