

*tips for safe and
productive virtual
community engagement*

KEEPING COMMUNITIES CONNECTED

VIDEO MEETINGS



**Zoom - Cisco Webex - Skype -
Facebook Live - Google Hangouts -
GoToMeeting**

- Protect your privacy- Use passwords and/or unique ID numbers for each meeting
- Keep the video conferencing software up to date
- Don't open unexpected video conference invitations
- Make sure your background is appropriate
- Do use waiting room feature
- Don't allow participants to screen share or screenshot by default
- Do lock a meeting once all the participants have joined the call
- Inform participants before you start recording the meeting

AUDIO & NONVERBAL PLATFORMS



**Free Conference Call - Facetime -
Group Me - WhatsApp - Newsletters
- Emails - Next Door - MailChimp**

- For audio meetings, use the mute feature to regulate excess noise and talking
- Newsletters & emails should have concise information and contain proper grammar
- Encourage participants to be respectful on social media platforms

SURVEYS



**Google Forms - Doodle Polls -
Typeform - Survey Monkey -
Survey Plant**

- Define a clear, attainable goal
- Hold the more personal questions to the end
- Encourage one response per question
- Focus on using closed-ended questions
- Don't let your survey get too long
- Keep your answer choices balanced
- Preview your survey before you send it
- Opt to offer surveys by invite link only

