



### Getting started:

- Allow time to welcome each participant as they join, encourage informal conversation, round of introductions, short ice breaker.
- Consider a Co-Facilitator; they can act as notetaker, time keeper and provide technical help.
- Aim for a 60-90 minutes meeting (avoids on-line fatigue and for longer meetings build in breaks).
- Encourage involvement, without putting pressure on participants.
- Ask members to use the “raise hand” icon to express an opinion or feed into the conversation.
- Ask participants to place their audio setting on mute when not speaking.
- Offer the use of the online chat box function if participants do not feel comfortable speaking in groups.
- Inform the group at the start of planned comfort breaks.

### Tips:

- Smaller on-line groups will be less intimidating and provide more opportunity for all to contribute (4-5 people recommended).
- If necessary, take issues “off-line” for discussion with participants at the end of the session.
- Prepare in advance and be creative.
- Breakout rooms are an option if dealing with a larger group.
- Use screen share option to display your presentation etc. After working through your presentation, turn off screen share function and return to the main screen again.
- If you need support contact your PPI Team.
- Don't forget... evaluation, feedback and reflect back on your Involvement learning experience.

Guides to virtual involvement have been developed to complement existing guides available on Engage website: <http://engage.hscni.net>

KEY

Planning

Doing

Reviewing

