

## Virtual Meeting Protocols

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Virtual meetings (online) are a practical alternative and an effective way of communication when traditional meetings are not possible, and they are characterized by exceeding the boundaries of space and shortening time. Their cost is almost non-existent compared to what is expected to achieve valuable results. However, their success depends on the quality of the accurate preparation Protocols, whether technically, or administratively; and any other meetings are subject to tracking protocols when they are implemented, including:

### Hosting Ceremony

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Determine the means of communication, the place of communication, and which platforms will be used, for example (Zoom or Google meetings). Ensure that everyone can communicate through the chosen medium and platform in meetings that include more than 30 people, complex topics, and extended time. It is advisable to have assistants for the host to get better participations. The team and its functions can be defined as follows:

- A facilitator that designs and categorizes everything that the meeting topics require before starting.
- A note taker that writes down and edits important notes and sends a report of the meeting to all participants after it ends.
- Technical support specialist to deal immediately with any technical malfunction or obstacle.



- A moderator assists participants who may have difficulty in virtual communication, whether technical or distracted, and the task of this function is to keep everyone in a state of effective mental communication.
- A timekeeper monitors the balance of time on the two communities so that one focus doesn't overshadow another.
- Considering the time zones, and the day of the meeting: prayer times, time difference, weekend, national occasions... etc).
- Provide participants with a detailed schedule of themes and time of the meeting well in advance to clarify what may be vague or ambiguous before the start of the meeting or add other themes.
- It is preferable to open the communication platform for all participants a head of time to greet each other in a friendly atmosphere that prepares for the meeting technically and psychologically (icebreaker).
- Stick to the meeting schedule and predetermined time, as prolonging virtual meetings distracts those who are not used to sitting behind the screen for a long time.
- Control and manage interventions in a balanced manner, taking precedence into account.
- In thorny topic meetings, the host may give participants a break to refresh their mental fitness.
- Before the end of the meeting, the host leaves space for participants to say what they could not say in the meeting in a concise and codified manner. This space is important for the satisfaction of the participants.





- The meeting concludes by reading a comprehensive summary of everything that has been discussed and reported, and the host reviews it to the participants to for confirmation before sending it, as the nature of communication in virtual meetings requires the repetition of important things to achieve quality. If there is a date for another meeting, it is preferable to schedule it before the meeting closes, emphasizing the speed of sending its interlocutor.

## Participation Ceremony

- Stay fully alerted (attentive body language) during the meeting, and do not be preoccupied with any concern or go out except for a valid reason.
- Appear decently as in traditional meetings.
- In international meetings, it is preferable that the place of participation be from the office, with the need to highlight the signs of national identity behind the participant (national flag, official photos).





The Custodian of the Two Holy Mosques King Salman bin Abdulaziz is seen during the G20 virtual summit, with the royal national flag in the background, and the image of King Abdulaziz, may Allah rest his soul, as a sign of Saudi Arabia's confident and strong determination to contribute to making the world a better living place for all.

- If the presentation is from home, make sure that the place is properly prepared, well lit, and away from noise.
- When you want to participate in a detailed point that may be prolonged, take into account the permission of the host, as virtual meetings are limited to a time that must be adhered to in respect of the participants.
- If the participant has an important document to review, it should be sent to all participants before the start of the meeting for information and preparation for discussion.
- Focusing on questions in quantity and quality and observing the etiquette of dialogue when disagreeing with a participant, overlapping voices in virtual meetings are not benign reactions.



- If you are not participating in an ongoing conversation, it is preferable to mute the microphone, as the annoying echo disrupts the meeting.
- It is strictly forbidden to eat during the meeting, but drinking is in a way that suits the situation.
- Multi-tasking means performing all tasks in a weak and unacceptable way, so in virtual meetings, you should focus and not be distracted by the mobile phone or surfing the Internet.
- If using a mobile phone as a means of sharing, make sure to close everything that makes the participant lose focus and follow-up.

