

# HOW TO HAVE REMOTE MEETINGS

Your HCPs Will Love

## BEFORE THE MEETING



### DRESS TO IMPRESS

Wear professional clothes and freshen up before the meeting. Go for solid color clothes and simple and quiet accessories, and make sure your hair is trimmed and neat.



### KNOW YOUR CONTENT

Know your call backward and forward. This will help you be more relaxed during the call. Have an outline next to you and practice your content before the meeting.



### SET THE SCENE

Camera should not be facing a window or a light source. Face the camera and position it at eye level. Make sure your background is simple and presentable. Silence any notifications or alarms. Face a light source so that your face is well-lit.



### KNOW YOUR TECH

Do a practice run before your meeting. Know all the buttons, and know how to use the software. Be prepared to assist others in setting up their call in case of troubleshooting.

## DURING THE MEETING



### MEETING ETIQUETTE

Sit up straight, shoulders back, feet flat on the floor, and do not cross your arms. Don't tap on the desk or make any repetitive distracting or loud movements



### MAINTAIN ATTENTION

Look at the camera lens when talking and move the audience window just below the camera lens. Slightly exaggerate your facial expressions and modulate your voice to keep the attention of your audience.



### BUILD A RAPPORT

Be conversational. Allow time for back and forth, and remember this is not a monologue. Be concise and specific, and give your audience visual pointers to direct their focus ("if you look at the right ...")



### MIND YOUR LANGUAGE

Avoid corporate jargon. Use simpler language that everyone in the industry understands. Don't drift, stay on topic, and be specific. You will make mistakes. It's okay. Use your mistakes as a way to break the ice and show your humorous side.

## USE THE RIGHT TOOLS



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