



**Division for Special Education Services and Supports**

**Quick Tips for a Successful Virtual IEP Team Meeting**

**Prior to the Meeting**

- ❖ Check your background to ensure that it is clean, free of clutter, and appropriate.
- ❖ Place your camera so that your head is in the screen.
- ❖ Look directly into the camera to project eye contact.
- ❖ Dress professionally.

**During the Meeting**

- ❖ Introduce yourself, your position, and your role in the meeting.
- ❖ Place your microphone on MUTE when you are not speaking.
- ❖ Turn your video on; it adds a personal touch to see your face.
- ❖ When your video is on, be aware of your facial expressions and what you are doing during the meeting. Look at the computer, not down.
- ❖ Recap next steps following the meeting. Examples might include: requested evaluations, requests for technology support, follow-up phone calls, explanation of how parents will receive a final copy of the IEP, etc.

**Meeting Reminders**

- ❖ Follow the agenda so that participants will know when to speak. Ensure that all participants have access to the agenda.
- ❖ Allow wait time during the meeting, just as you would in an in-person meeting. People sometimes need time to think before replying.
- ❖ Maintain professional chat dialogue; all participants can see what is in the chat box.
- ❖ Remember to close the meeting with an appropriate “thank you” and “good-bye”.