

Going Virtual Without Going Mad Additional Resources

Carolyn Caywood (links checked 11/2012)

Adobe Connect for Web Meetings Describes features in video tutorials.

<http://www.adobe.com/products/adobeconnect/web-meetings.html>

Collaborative Learning in the Virtual Workplace (2009) The white paper is focused on webinars. <http://www.facilitate.com/solutions/interactive-webinars.html>

Groundrules Necessary to Make the Best of Virtual Meetings NCDD discussion on LinkedIn (2011)

http://www.linkedin.com/groupAnswers?viewQuestionAndAnswers=&discussionID=40588819&gid=990997&commentID=30088522&trk=view_disc Summarized as *Virtual Meetings*

Design with the Distracted Participant in Mind.

<http://yalaworld.net/Articles/Virtualmeetings/tabid/89/Default.aspx>

HR.com *Virtual Meeting Etiquette* (2003) One page of basics.

http://www.hr.com/en/communities/training_and_development/virtual-meeting-etiquette_eaczvudi.html

Huffer, Andrew *Managing People with Too Much to Say - and Helping Others Have Their's!*

(2010) Good advice for any meeting. <http://www.andrewhuffer.com.au/wp-content/uploads/2010/12/Managing-participants.pdf>

McGee, Nicole *Virtual Meetings* Ongoing webliography from my partner in previous presentations. <http://www.diigo.com/user/nmcgee/virtualmeetings>

Mittleman, Daniel D *Best Practices in Facilitating Virtual Meetings: Some Notes from Initial Experience* (2000) Includes team building ideas.

<http://tomgraf.wikispaces.com/file/view/Best+practices+in+facilitating+virtual+me...pdf>

Online facilitation An ongoing collection of resources.

<http://onlinefacilitation.wikispaces.com/>

[Schindler](#), Esther. "Running an Effective Teleconference or Virtual Meeting," CIO, February 15, 2008. Mostly about conference calls.

http://www.cio.com/article/184550/Running_an_Effective_Teleconference_or_Virtual_Meeting

Virtual Meetings and Virtual Teams: Using Technology to Work Smarter (2005) Very practical guidance for campus-wide meetings.

http://www.psu.edu/president/cqi/innovation/Virtual_Meetings_and%20Virtual_Teams2.pdf

20 Simple Ways to Improve Virtual Meetings (2007) Very helpful, creative ways to accommodate human psychology.

http://www.interactionassociates.com/pdf/IA_20_Simple_Ways_To_Improve_Virtual_Meetings.pdf