

參與線上會議：現場會議到虛擬會議

當我們無法親自見面集會時，扶輪社仍然可以在虛擬環境中與社員互動。以下是一些提示、資源及最佳做法，可幫助貴社享受線上會議帶來的靈活性。

如何開始

如何讓你的社友同儕們激勵你！以下是扶輪社員可以做出轉變的資訊：

- 6440 地區（美國伊利諾州北部）Suzanne Gibson 總監所著「為您的社舉辦虛擬會議」[Embracing virtual meetings for your club](#)
- 助理扶輪協調人兼 9920 地區 Ingrid Waugh 前總監所著「在社交疏遠期間保持聯繫的想法」[Ideas for staying connected during social distancing](#)
- 「與喬治·羅伯遜·伯內特談線上會議的 5 個問題」[5 questions about meeting online with George Robertson Burnett](#)
- 扶輪社財務暨 7020 地區前總監 Diana White 所著「讓網路扶輪社幫助您上網」[Let e-clubs help you get online](#)
- 尋找網路扶輪社 [Find e-clubs](#) 並尋求幫助

線上會議的最佳做法

作為籌備者，線上會議歸結為兩個要素：科技及內容。

所以，當你正在籌備一個線上會議時.....

當你們都聚集在一個房間裡時，你知道如何讓會議繼續進行。以下是您將面對面會議轉換為虛擬環境的七個步驟。

1

堅持會議基礎

透過議程設定基本規則，並在會議結束時清楚地扼要列出後續步驟。如果需要背景資訊，請事先分享。

2

重新思考你的會議

調整您的內容，使線上形式的會議達到最大效益。例如，聯誼時間可以成為社員在小組中進行社交的線上分組討論室。

3

選擇最好的科技

在選擇平台之前，請考慮社員可能有或沒有設備。

4

排練

與演講人一起練習，讓他們知道如何請求控制及共享他們的螢幕畫面。儘早登錄以測試音訊並確保所有演講人都開啟音訊。

5

使其易於訪問

不是每個人都可以透過視訊加入。提供音訊選項並考慮錄製會議以供稍後共享。通知與會者會議將被錄製，以便他們可以根據需要關閉鏡頭。

6

保持吸引力

使演講長度達到最短並使討論時間達到最長。使用投票、問答及其他工具將與會者的注意力集中在內容及彼此身上。

7

尋求支持

建立一個團隊來注意聊天室、在會議期間回答問題以及解決科技問題。徵求與會者的回饋意見並據此因應調整。

資料來源：2020 年 3 月 3 日哈佛商業評論的「舉辦一場精彩的虛擬會議需要什麼」：
"What it Takes to Run a Great Virtual Meeting;" <https://hbr.org/2020/03/what-it-takes-to-run-a-great-virtual-meeting>

讓社員參與虛擬環境的技巧

貴社為社員們提供歸屬感及個人成長機會。即使在虛擬環境中，您也可以繼續與社員互動。

- 了解如何在冠狀病毒大流行期間與社員互動 [Learn how to engage members during the coronavirus pandemic](#)
- 即使是在網上，仍然要忠於貴社的獨特文化
- 考慮添加一個選項，讓社員在每次會議後留在線上，並且非正式地建立人脈連結
- 邀請潛在社員參加虛擬會議及活動
- 以虛擬方式進行新社員入社訓練並廣泛分享

你可知道？

扶輪社員及扶青社員可以透過「扶輪全球回饋」Rotary Global Rewards 獲得 Zoom 帳戶 15% 的折扣。

線上會議的扶輪資源

- 混合會議最佳做法課程 [Hybrid meeting best practices course](#)
- 虛擬/面對面會議影片 [Virtual/In Person Meetings video](#)
- 會議線上學習主題 [Meeting Online Learning Topic](#)
- Vimeo 視訊上新的社計畫合集 [Club Programming collection on Vimeo](#) 中觀看最近扶輪會議的社員事務演講。
- 社的會議 [Club meetings \(PDF\)](#) 提出了一些在籌備會議時需要考慮的有益問題
- 社的靈活性常見問答 [Club flexibility FAQ](#) 讓您深入了解其他社如何在虛擬空間中進行調整以滿足社員的需求
- 扶輪社及地區支援代表 [Club and District Support representatives](#) 也可提供幫助

探索科技

- [Zoom](#)
- [GoToMeeting](#)
- [Google Hangouts](#)
- [LINE](#)
- [Skype](#)
- [WhatsApp](#)
- [Tencent](#)
- [Microsoft Teams](#)

請嘗試一兩個視訊軟體，然後選擇最適合您的。

本文由台灣扶輪月刊譯自國際扶輪網站的 Engaging Online Meetings: in-person venue to virtual

Engaging Online Meetings: in-person venue to virtual

When meeting in person isn't feasible, clubs can still engage with their members in virtual settings. Here are some tips, resources, and best practices to help your club embrace the flexibility that comes with meeting online.

How to get started

Let your peers inspire you! Here's how Rotarians are making the shift:

- [Embracing virtual meetings for your club](#) by Suzanne Gibson, governor of District 6440 (northern Illinois, USA)
- [Ideas for staying connected during social distancing](#) by Ingrid Waugh, Assistant Rotary Coordinator and Past Governor of Rotary District 9920
- [5 questions about meeting online with George Robertson Burnett](#)
- [Let e-clubs help you get online](#) by Diana White, club treasurer and past governor of Rotary District 7020
 - [Find e-clubs](#) and ask for help

Best practices for online meetings

As the organizer, online meetings come down to two essentials: technology and content.

So, You're Organizing an Online Meeting...

You know what it takes to keep a meeting going when you're all gathered in a room. Here are seven steps for transitioning your in-person meeting to a virtual setting.

1

Stick to meeting basics

Use an agenda, set ground rules, and clearly outline next steps at the end of the meeting. If background information is required, share it beforehand.

2

Rethink your meeting

Adjust your content to maximize the online format. For example, fellowship time could become online breakout rooms where members socialize in small groups.

3

Choose the best tech

Before selecting a platform, consider the equipment members may or may not have.

4

Rehearse

Practice with presenters so they know how to request control and share their screens. Log on early to test audio and make sure all presenters are on.

5

Make it accessible

Not everyone can join via video. Provide an audio option and consider recording the meeting to share later. Inform participants the meeting will be recorded, so they can switch off their cameras if they prefer.

6

Keep it engaging

Minimize presentation length and maximize discussion. Use polls, Q&A, and other tools that focus participant attention on the content and each other.

Image

7

Ask for support

Build a team to monitor chat boxes, answer questions during the meeting, and troubleshoot technical issues. Solicit feedback from participants and adjust accordingly.

Source: "What it Takes to Run a Great Virtual Meeting;" Harvard Business Review; 3 March 2020; <https://hbr.org/2020/03/what-it-takes-to-run-a-great-virtual-meeting>

Tips for engaging members in virtual settings

Your club provides your members with a feeling of belonging and opportunities for personal growth. You can continue to engage members even in a virtual setting.

- [Learn how to engage members during the coronavirus pandemic](#)
- Stay true to your unique club culture, even online
- Consider adding an option for members to stay online and connect informally after each meeting
- Invite prospective members to virtual meetings and events
- Conduct new member inductions virtually and share widely

Did you know?

Rotarians and Rotaractors can receive a 15% discount off Zoom accounts through [Rotary Global Rewards](#).

Rotary resources for online meetings

- [Hybrid meeting best practices course](#)
- [Virtual/In Person Meetings video](#)
- [Meeting Online Learning Topic](#)
- Watch membership speeches from recent Rotary events in the new [Club Programming collection on Vimeo](#).
- [Club meetings](#) (PDF) poses some helpful questions to consider when organizing your meeting
- [Club flexibility FAQ](#) offers insights into how other clubs are adjusting to meet the needs of their members in a virtual space
- [Club and District Support representatives](#) can also help

Explore the tech

- [Zoom](#)
- [GoToMeeting](#)
- [Google Hangouts](#)
- [LINE](#)
- [Skype](#)
- [WhatsApp](#)
- [Tencent](#)
- [Microsoft Teams](#)

Try out one or two and pick what works best for you.