



5 tips for great remote meetings

eyeo's team coaches are sharing their experiences

Cologne - 21 April 2020 Due to the spread of the corona crisis a lot of companies are experimenting with remote work and home-office solutions. Before any of this, however, over 40 percent of eyeo's employees had already been working remotely full time. We even had a remote open space recently with 200 participants. Our team coaches Kirsten Clacey and Jay-Allen Morris have supported and managed remoteworking teams for years and have put together their top 5 tips for successful remote meetings.

1. Open up the space:

The first few moments of a remote meeting can feel a bit uncertain, so asking an [opening question](#) to bring everyone into the space can make it feel safer. The question you ask depends on many factors, such as the type of meeting and the audience. This is also a chance to check that everyone's tech is working (audio, visual and access to documents). Also, make sure to clearly state the purpose and agenda *before* the meeting so that people know what to expect.

2. Enable everyone to contribute:

Providing a collaborative writing mechanism like Google Slides or [Mural](#) helps people who are not very comfortable with speaking up in a video call. Think about which physical interaction, like stickies or whiteboards might need to be replicated in the remote space. If you notice someone hasn't spoken or that someone keeps unmuting their microphone but hasn't gotten a chance to speak, see if you can bring them into the conversation.

3. Know your tools:

Just as you don't learn to drive a car for the first time with lots of passengers, don't try out a new tool when it risks wasting a lot of people's time. Get familiar with the tools in advance or even use tools that your colleagues know already. Ultimately, tools should be invisible, choose practical and simple tools over fancy complex ones.

4. Breaks and energy:

Remote meetings can be a bit more tiring than face to face meetings. If you are having a remote meeting longer than an hour, make sure to create ways for people to easily indicate if they need a break or plan ahead and allow time slots for it. This will help the team to stay focussed as well.

5. Security and access:

It's easy to forget - but as we share documents and virtual whiteboards with teammates across the world - make sure you're not accidentally compromising your company's security. Know your tools' data and privacy policies. Check beforehand that everyone has access to the tools and documents that you plan to use during the meeting.

Switching from on-site meetings to fully remote ones requires a little more preparation in the beginning but comes with a lot of benefits as well.

Learn how we organize fun and productive meetings at eyeo on our [press page](#).

About eyeo

eyeo's mission is to put users in control of a fair, profitable web.

eyeo is the developer of a suite of products that includes Flattr, Adblock Browser and Adblock Plus, an open source project that aims to rid the Internet of annoying and intrusive online advertising. Its free web browser extensions (add-ons) put users in control by letting them block ads or filter which ads they want to see. Adblock Plus is used by over 100 million people around the world. The free browser add-on is available for desktop users on Safari, Chrome, Firefox, Internet Explorer and Opera. eyeo also offers the free Adblock Browser app for mobile users on iOS and Android.

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