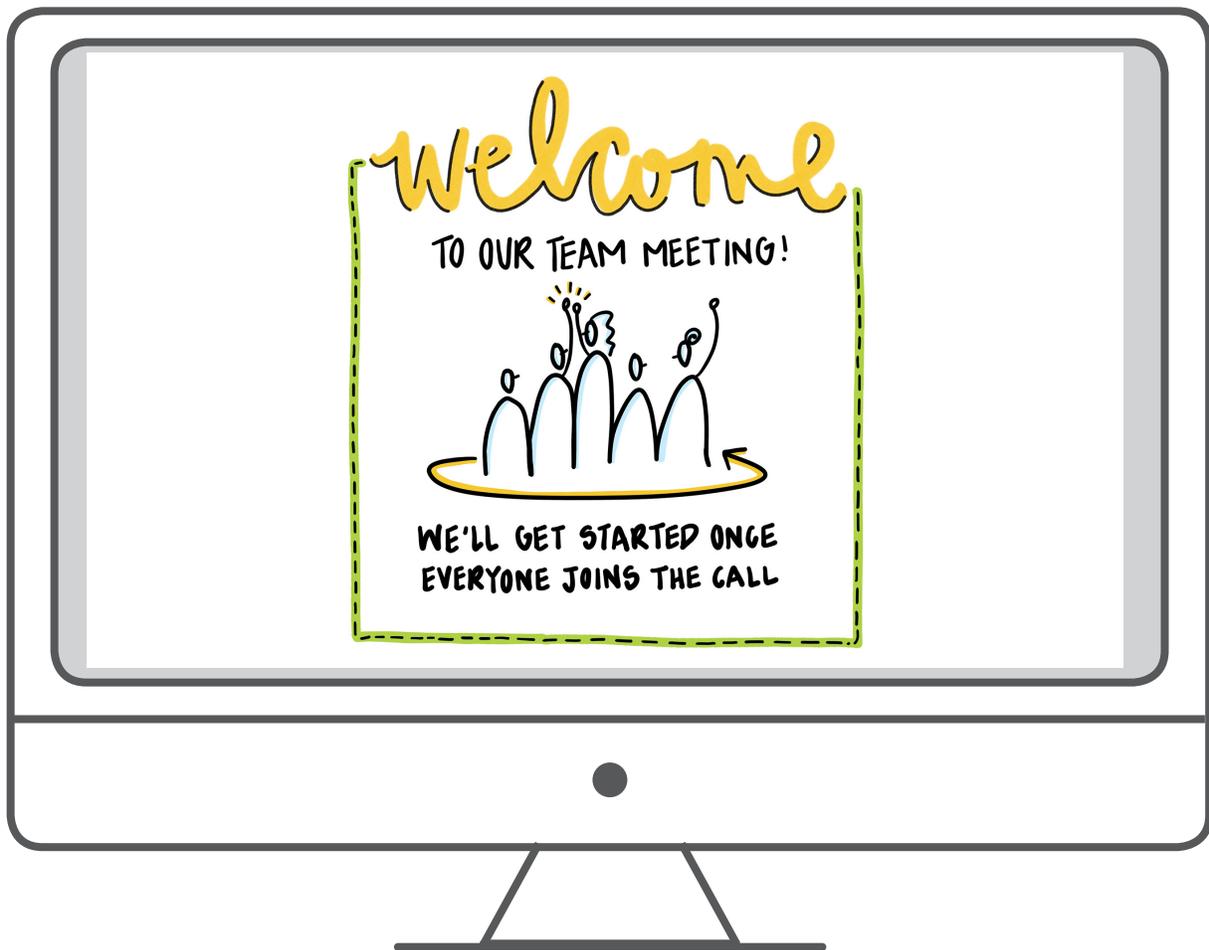


## VIRTUAL COLLABORATION BEST PRACTICE

# WELCOME POSTER

**OUTCOME(s):** As soon as participants join a meeting, they are reassured they are in the right place and seeing the right thing.

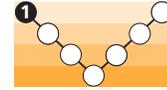
No matter how many virtual meetings we attend, there is always a moment of disorientation at the start of one. “Am I in the right place? Am I seeing the right thing on the screen?” Take away that confusion and provide reassurance with a single welcome image and message.



**TIME**

10 minute preparation, 1 minute meeting time

**Facilitation Model**  
**Stage 1**  
Orientation



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**Steps**

1. Prepare a welcome poster ahead of time. This can be something you draw, collage, or create on a document or slide. It should say, "Welcome! You are in the right place. We will begin in a few minutes." Add a cheerful and/or topically relevant image.
2. Connect to the meeting space and run your technical check at least 15 minutes prior to the meeting. Then, open up the welcome poster file or slide and share that screen.
3. As people connect, ask if they can see the welcome poster. Help those who are having difficulty.

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**Tips**

- Create a welcome image template that you can easily customize with the name of the meeting, the date, the company logo, or other information that may change from meeting to meeting.
- If your group is not using a single meeting tool (eg., you are connecting via teleconference and using a number of shared collaborative tools), create a single shared document with the welcome image and links to all the tools you will be using. Send the link to this document in advance and use it as your 'home base' for the meeting.

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**Supporting Tool Types**

Web conferencing, screen sharing, drawing programs, photo-editing programs, slides, shared documents