**Top Tips for a Successful Virtual Meeting**

Virtual meetings are a great way to stay involved in discussions about your child’s education and support. Whether it’s a school meeting, an EHCP annual review, or a multi-agency meeting, being **prepared** will help you feel **confident and in control**.

**Before the Meeting**

✅ **Confirm the Details:**

* Date and time (check you’ll be somewhere suitable).
* Purpose of the meeting.
* Who will be there and their roles.
* Is your child attending? Let the school know if they’d like to join.
* What platform is being used? (Zoom, Microsoft Teams, etc.)

✅ **Prepare in Advance:**

* Request an **agenda** from the meeting lead.
* List any **questions** or concerns you want to raise and share them beforehand if possible.
* If your child isn’t attending, gather their **views** to share on their behalf.
* Read any **reports, documents, or EHCPs** in advance. **Printed copies** may be easier to use than digital ones.
* Ask for a **phone number** in case of technical issues.

**Practical Tips for the Meeting**

💻 **Technical Setup:**

* Make sure your device can access the **email invitation and meeting link**.
* If using a phone or tablet, check your **data allowance**. Wi-Fi is usually best.
* If you have to dial in by phone, ask the meeting lead to call you to avoid charges.
* **Choose a quiet, private space** with a neutral background.
* Plug your device into a **charger** or ensure it’s fully charged.
* **Practice joining a call** with a friend or family member if you’re unsure.

📩 **Joining the Meeting:**

* Locate the **email invitation** ahead of time.
* Click the **meeting link** and follow the instructions. You may be asked to enter your **name** or download an app.
* Turn your **camera and microphone** on/off as needed.

**During the Meeting**

🎤 **Speaking & Listening:**

* Introductions should be made at the start.
* Keep your **microphone on mute** until you need to speak.
* Turn your **camera on** if possible, but if your internet is slow, turning it off might help.
* **Follow the agenda** and tick off your key points as they are covered.
* **Listen actively** and ask questions if something isn’t clear.
* If you need time to consider something, **don’t feel pressured to agree straight away**—it’s okay to ask for time.

📑 **Have These Ready:**

* Your **list of questions or key points**.
* A **notepad and pen** to take notes.
* Your child’s **views**, if they are not attending.
* Any **relevant reports or documents**.

📌 **Agree on Actions Before the Meeting Ends:**

* Ask the meeting lead to **summarise key actions**.
* Make sure you understand **who is responsible for what** and when it will be reviewed.

**After the Meeting**

📄 **Follow Up:**

* Request a **copy of the meeting minutes and agreed actions**.
* If you have **tasks** to complete, schedule time to do them.
* Contact **Shropshire IASS** if you need further support or clarification.

📞 **Need Support?**  
Shropshire IASS can help you prepare for meetings and provide impartial advice