

### **Advice to WI's hosting a virtual WI meeting.**

Check which virtual media platform suits you both

Decide who is going to host

Do not give Speakers personal emails, only use Hampshire email addresses

Be clear on date and time and joining instructions

Discuss length and content of talk

Be aware of any costs/fees

Make sure your committee are fully aware of the arrangements.

Give your members clear instructions on how to join the meeting and be prepared to give technical support.

Remember we are all new to this, so be prepared for any technical hiccups

Send feedback if you can, to the speakers team

### **Advice to speakers hosting a virtual WI meeting**

Advice the WI which virtual media platform you are using

Be clear on date and time and joining instructions.

Discuss length and content of talk

Be sure the WI is aware of any costs/fees

Finally, please remember we are all new to this, so your patience would be appreciated.

Thanks so much let's hope this is successful during this unprecedented time.

### **Virtual WI meeting If a speaker is hosting the virtual WI meeting**

If speaker is hosting virtual WI meeting, the speaker needs to send joining details to an HCFWI email address. That contact passes the joining details to members

### **WI hosting a virtual WI meeting where the WI have paid for the Licence.**

The licence holder should be a WI officer with an HCFWI email address, and access to members email addresses.

### **Virtual meeting licence held by a non- WI officer member.**

The joining details should be sent to an HCFWI email address, the WI officer who has access to members email addresses passes on the joining details to members