**Virtual Meeting SOP**

Virtual meetings have become an important component of NACDD’s meeting planning. The Meeting and Events(M&E) Team is dedicated to providing the best support possible for these crucial meetings. NACDD has developed guidelines for when M& E support is needed for virtual meetings.

**Please review all the following virtual meeting guidelines:**

* Virtual M&E form requests should be submitted a minimum of 1 week in advance of the meeting date. M&E understands that last minute meetings may occur, please reach out to a member of M&E for availability.
* Support needs should be included in the M&E form with specific details of roles. Once reviewed a member of M&E will confirm your meeting as is or will alert you if a call needs to occur for questions prior to confirmation.
* If a virtual meeting requires specific zoom features and the project lead is unfamiliar with the Zoom features, please consult the M&E support staff before agreeing to those requests and to confirm that those features are possible.
* Project lead or designee will run the meeting slide deck. This allows the M&E support team to admit the attendees, answer questions, create breakout groups and trouble shoot any technical difficulties.
* If changes are needed during the course of a meeting, only the project lead should communicate those changes to the group.
* Prior to start of meeting the project lead should designate Host/Cost-Host assignments and determine the roles of each. M&E support staff can help answer specific questions regarding roles and capabilities of Host/Co-Host function.
* All communication with attendees will be sent by the project lead. This includes any prework, reminders, recordings, and post work/follow-up.
* Project lead will use run of show template to assign roles and responsibilities to the planning team. The run of show template will need to be available to M&E support staff two days prior to the meeting to ensure a full understanding of roles and responsibilities.

\*\*For any questions please contact the Meeting and Events Team at eventinfo@chronicdisease.org.