

# Participating in Virtual Meetings



At times, you may not be able to join a special education meeting in person. Fortunately, technology allows meetings to be held virtually, by phone or via the Internet. This is now happening with many different kinds of meetings—IEP Team meetings, mediations, resolution sessions, and due process hearings.

IEP Meetings

Mediations

Other

## Preparing for the Meeting



Ask how student privacy will be protected.



Share any technology concerns or potential barriers you may have about participating in the meeting virtually.



Ask about the technology platform that will be used. What's required for using it successfully?



Ask for an agenda.



Ask about virtual meeting norms. Examples include: use video if possible, keep the focus on the child, and mute yourself when you are not speaking.



You may find it helpful to invite a support person to the virtual meeting. Determine how you will communicate with each other during the virtual meeting.



Before the meeting, share concerns and possible solutions as well as any relevant documentation.

## Technology Tips

- 1 Test out technology and make sure devices are charged.
- 2 Have a back-up plan ready in case technology issues arise.
- 3 Join the meeting 10-15 minutes early.
- 4 Turn off any notifications on your computer desktop.  
Use headphones or a headset with a built-in microphone when possible. Mute yourself when you are not speaking.
- 5
- 6 Be aware when your webcam is on.
- 7 Participate in a quiet location where others will not overhear your discussion.

## Participating in the Meeting



1

Be patient—technology may not work as intended. Assume that everyone is doing their best.

2

Listen closely and wait to share your thoughts and ideas until the current speaker finishes.

3

Introduce yourself before speaking and use video if possible.

4

Stop frequently and provide enough wait time to allow for questions and feedback.

Contact your federally-funded parent center or district for assistance.

