

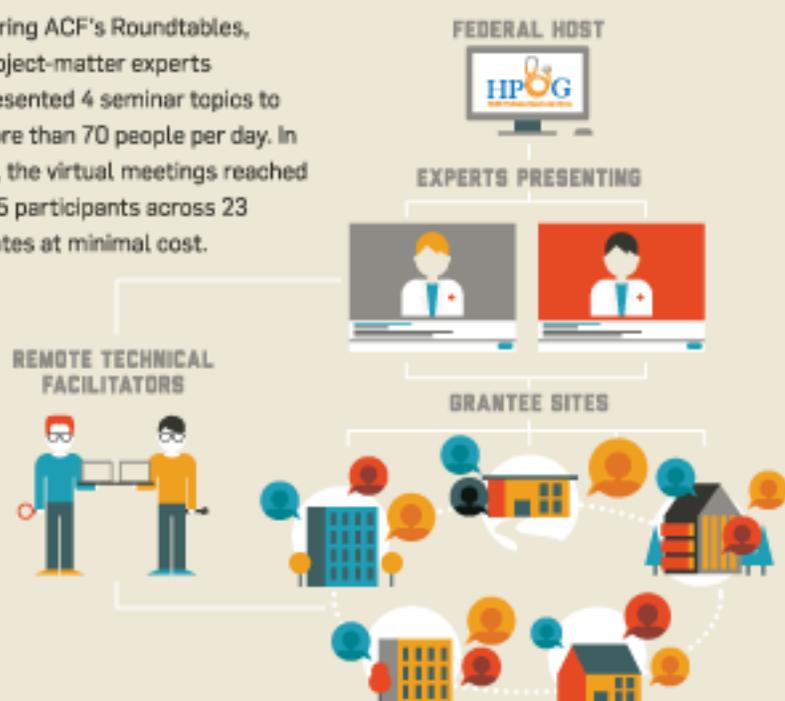
MEET YOUR GOALS & MEET YOUR BUDGET MEET VIRTUALLY

With the growing limitations on federal budgets, it has become increasingly important for agencies serving the public to save on administrative costs without compromising their organizational impact. Every dollar saved is another valuable dollar available for fulfilling an agency's mission.

One great way to cut costs, as the Administration for Children and Families (ACF) has learned, is by conducting meetings through videoconferences. This is the success story of ACF's Virtual Roundtable series, 4 separate 6-hour, action-packed days of cost-efficient productivity.

THE ANATOMY OF A SUCCESSFUL VIRTUAL MEETING

During ACF's Roundtables, subject-matter experts presented 4 seminar topics to more than 70 people per day. In all, the virtual meetings reached 285 participants across 23 states at minimal cost.



TECHNOLOGY



THE VIRTUES OF VIRTUAL



Cut Expenses.
Travel and meeting space costs are minimized.



Reach a Broader Audience.
With travel expenses no longer an obstacle, you can loop in partners and community stakeholders with ease.



Create Action Plans.
Information from the meeting empowers on-site teams to implement their learnings.

5 TIPS FOR AN IDEAL VIRTUAL MEETING



1 On-site facilitators are critical to maintaining the flow of the meeting and attending to any problems that arise.



2 If you're using webcams and microphones, ensure they are rated for your room size.



3 Have presenters connect from a separate location, rather than at a grantee site.



4 The smaller the total number of participating sites, the better.



5 Appoint two logistical facilitators to troubleshoot technical and non-technical issues.