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## Hosting Online Meetings: Reading List

CONFERENCE PAPER | [The seven secrets of successful virtual meetings \(Project Management Institute\)](#)

GUIDE | [The Definitive Guide to Facilitating Remote Workshops \(MURAL\)](#)

BLOG | [How to Facilitate Virtual Meetings and Participants \(MG Rush Facilitation Best Practices\)](#)

ARTICLE | [How to Run a Great Virtual Meeting \(Harvard Business Review\)](#)

BLOG | [The ultimate guide to remote meetings in 2020 \(Slack\)](#)

ARTICLE | [Aims, Objectives, Outcomes, Outputs - What's the Difference? \(Lewisham Education Arts Network\)](#)

BLOG | [Optimizing Collaborative Bandwidth \(The Grove Consultants International\)](#)

WEBINAR | [The Neuroscience of Engagement \(Michael Bungay Stanier, via Training Mag Network\)](#). *Note: You will need to register for a free account in order to view this webinar.*

### **BONUS: Helpful Virtual Tools Identified by Participants**

- OneNote
- Lynda.com
- Sharepoint
- Google docs
- Lync messaging