

## CDBX Virtual Best Practices

- Block your calendar now to protect your meetings\*:
  - September 21 from 3 to 4 pm CT “Welcome to CDBX Virtual”
  - September 22-24 from 9 am to 5 pm CT

*\*Additional times required for committee and board meetings. See [CDBX Schedule](#) for more details.*
- Reserve physical space for your team if needed
- Note the following contacts in case issues arise the day of the event:
  - Joel Brown: 703.208.1649, [JoelB@cdaweb.net](mailto:JoelB@cdaweb.net)
  - Angie Simonetti: 703.208.1648, [AngieS@cdaweb.net](mailto:AngieS@cdaweb.net)
  - Alex Swaim: 703.208.1645, [AlexS@cdaweb.net](mailto:AlexS@cdaweb.net)
  - Marie Fredlake: 202-631-1057, [marie.fredlake@conferencedirect.com](mailto:marie.fredlake@conferencedirect.com)
- Watch the [five-minute platform demo](#)
- Test the [platform](#) in advance of the meeting (audio, video and sharing your screen) and share this link with any team members planning to participate
  - If joining as a team in one room, test to ensure everyone can be seen and heard on the video; designate a backup computer for the team in case issues arise
- To reduce interruptions and multi-tasking during meetings, let your colleagues know you will essentially be out of the office during the three days of the meeting and add an out of the office message to your email
- Prepare for your meetings as you normally would prepare for your in-person CDBX meetings and set meeting agendas with your meeting partners in advance
  - CDA provides all team contacts to allow for agenda setting (you will receive by August 17 with your meeting schedule)
  - CDBX Virtual meeting agenda form [available here](#)
- During your meetings:
  - Join by video and only use the dial-in option as a backup; encourage all team members to do the same
  - Introduce everyone
  - Be sure to ask questions and give everyone the opportunity to comment or raise questions
  - Turn off notifications on “meeting computer” and silence cell phones
  - Mute when not speaking to reduce background noise
- Utilize your breaks: make notes for follow up from your meeting, take a break (try this [five-minute desk yoga](#)), grab a drink and prepare for your next meeting
- Distributors may receive product from suppliers to accompany meetings; please bring these so you have them in front of you for each meeting

