

How to Participate in a Virtual Meetings: for People Living with the effects of Brain Injury



BEFORE THE MEETING: BE PREPARED

- Ask if it is possible to schedule a meeting at the time of day when you have the most energy.
- Ensure you have access to technology, Internet and the meeting link ahead of time.
- Find a quiet place to attend the meeting.
- If possible, ask a support person to attend the meeting with you to help record information. Remember, virtual meetings do not require you and your support worker to be in the same location as each other, you just both need access to technology.
- If there is a platform that you feel more comfortable using, ask your lawyer if you can use it. (Examples of virtual platforms include Skype, Zoom, FaceTime and What's App).
- Ask if you can record the meeting, or if it's already being recorded, ask to have a copy. Be sure to always ask permission of participants before recording a meeting.

DURING THE MEETING

- Use headphones to block out any distractions.
- If you have trouble looking at a screen for an extended time, consider blocking your video (but keep the audio on). Lie down and put a cold compress on your eyes if it helps. Tell your lawyer you're doing this due to screen fatigue.
- Ask if you need to take a break.
- Keep yourself muted to reduce background noise and distractions unless you are talking. Ask others to mute their backgrounds to avoid distractions.
- Ask questions if you do not understand. You can raise your hand if you have trouble interjecting.

If you need support with any of these items when working with a brain injury survivor, contact BIST at: 416-830-1485 or the Ontario Brain Injury Association: 1-800- 263-5404

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