MetroTex MLS Committee –Virtual MLS Area Meeting Best Practices

* Virtual Platform
	+ - Google Meet or Zoom is recommended for hosting the virtual MLS meetings.
		- Google Meet is a no cost option
		- Zoom will cost around $15.00 per month (MetroTex will purchase Zoom licenses in 2021 for those areas that are interested.).
* Timing
	+ - It is suggested that meetings are held starting at 9:00 a.m. and ending at 10:00 a.m.
* Promotions / Marketing
* Email blast each week in MLS Snap to entire membership.
* Consider having one over-arching FB presence for all MLS area meetings?
	+ Social media post with information on all upcoming meetings being explored by our Marketing & Communications team.
* Calendar – Area meetings are published on the MetroTex Calendar
* It is imperative that as you book speakers and sponsors, you fill out the webform located under this link:

<https://www.mymetrotex.com/mls-meeting-forms/>

-PW is metrotex

* Homes on virtual tour at meeting
* Calls for tour submissions?  How to select if many submissions?
	+ - * Broker Tours added to Matrix
			* First 10 listings added to Open House – Broker Open
			* No entries counted until 2 days prior to the date of the Area Meeting through 12:00 noon the day before the Area meeting.
			* Agent will voice over photos from the MLS as area rep scrolls through photos
* Sponsorships
	+ - * Should be MetroTex Affiliate Member.
			* Verify membership through by going to: <https://www.mymetrotex.com/industrypartners/>
			* Encourage at least one affiliate sponsor donating a minimum $25.00 gift card.
			* Affiliate sponsor will be allowed 2 minutes to speak to the group.

Below are best practices for a smooth virtual meeting:

* Practice, practice, practice. Get with your presenter and make sure everyone is comfortable with the technology BEFORE the meeting begins.
* Open the meeting platform 45-30 minutes before the meeting begins. This allows for some networking.
* All other devices need to be disconnected from Wi-Fi.
* Turn off the sound on any cell phones or smart devices in the room.
* If using a Mac Books the notifications need to be put on Do Not Disturb.
* When opening meeting platform and displaying a presentation make sure all other windows that may be open in the background have been closed.
* Place yourself in the center of the screen with plenty of light in front of you & no windows behind your face.
* When you are speaking make sure you do not sway towards or away from the computer, this can distort the sound for those listening
* If the sound on your computer sounds distorted be prepared to switch to your phone for the meeting audio.
	+ using a headset can be helpful when using your phone for sound
* Monitor the chat or your phone during the meeting in case people are having issues or asking questions.