

<b>V</b>	<b>Verify technology access and quality.</b>
<b>I</b>	<b>Initiate introductions. Wait until everyone is on the line.</b>
<b>R</b>	<b>Restate the objectives of the meeting. Ensure that everyone is clear.</b>
<b>T</b>	<b>Tell participants what is on the agenda and who will lead the discussion.</b>
<b>U</b>	<b>Use questions to facilitate dialogue and to engage people on the phone.</b>
<b>A</b>	<b>Advocate for efficiency and participation. Allow sufficient dialogue but keep it moving forward.</b>
<b>L</b>	<b>Let people know what's next. Who will distribute meeting minutes? When will you meet again?</b>