

Handover in Online Meetings

In online meetings, more-so than physical meetings, it's important to make it clear when one person has finished speaking and it's time for the next person to speak.



Handing over to the next speaker

If you are the meeting chair, hand over to the next speaker by saying:

I will now hand over to <person's name>.



Accepting the handover

If you are the next speaker, receive the handover by saying:

Thank you, <name of chair>.



Handing back to the chair

When you have finished speaking, conclude by saying:

Back to you <name of chair>.