

## Supplemental Material

### Interview Guideline

1. Thank you very much for participating in this interview study and by doing so supporting my dissertation/bachelor's thesis/master's thesis. I greatly appreciate you taking time for this. The interview will take approximately 30mins. With the interview, I aim to get an idea of how the trend towards virtual meetings affects your daily work. For research purposes, this interview will be recorded. Are you okay with that? All questions about virtual team meetings refer to internal meetings, i.e. with your own team and not with external parties (e.g., customers or cooperation partners), both spontaneous and planned. Do you have any questions before we begin?
2. During the Corona pandemic, the everyday work of many changed drastically. Please tell me about your current work situation and especially your experiences with virtual meetings.
  - a. To what extent do you use the video function or audio only? How do the other meeting participants handle that? To what extent do you use other communication options parallel to the virtual meeting (e.g., Zoom chat), for formal or informal exchange?
  - b. What has changed in your team meetings since they have been primarily virtual?
  - c. Please think back to your last virtual meeting. How did you feel during the meeting? How did you feel afterwards? How does this manifest?  
*If needed: Concentration, exhaustion/tiredness, motivation, bodily aspects such as headache or eye problems*
3. Virtual meetings already existed prior to the pandemic. Please tell me about your experiences with virtual meetings prior to the pandemic.
4. How have things changed? *Examples if needed: Setting (Office vs. kitchen table)? Software? Frequency? Participants? Duration?*
  - a. How do you start your virtual meetings? Is there anything different about this compared to face-to-face meetings?

- b. How do you end your virtual meetings? Is there anything different about this compared to face-to-face meetings?
  - c. Please, think about a specific virtual meeting that went well from your perspective.  
Please describe this meeting. What are aspects that make a good virtual meeting? How have you felt during this good virtual meeting? How did this manifest?  
*If everything is “the same” or “normal”: Are all meetings similarly good or bad?  
What means normal? Then, please think back to your last meeting.*
  - d. Please think of a specific virtual meeting that went poorly from your perspective.  
Please describe this meeting. What are aspects that make a bad virtual meeting for you? How did you feel during this bad virtual meeting? How did this manifest?
5. During virtual meetings other things can possibly be done on the side.
- a. What work-related things do you do parallel in virtual meetings?  
*If needed: Reading mails, writing mails, working on documents, reading, calendar organization*
  - b. What private things do you do parallel in virtual meetings?  
*If needed: Cooking, baking, homeschooling, caring for a relative, smartphone, cleaning, tidying up, laundry*
  - c. How do you like doing other things parallel to virtual meetings? To what extent does this depend on the nature of the things you do on the side (work-related vs. private)?
  - d. To what extent do you recognize that other team members are doing things on the side? How do you recognize this? How do you feel about it (if they do not answer: what do you think about this)?
6. How does your team experience the virtual meetings, from your point of view?
- a. What do you notice when you think about the behavior of your employees in virtual meetings?  
*If needed: Supporting behavior like active listening, content that is talked about, speech shares, motivation*

- b. To what extent have your team members mentioned how they feel about the virtual meetings? Straining or positive, why?
- c. Do you yourself observe stress in your team during virtual meetings? What do you specifically identify as the cause of this?

*If needed: Are participants distracted, not concentrated, appear as tired?*

- 7. What would you prefer in the long term? Virtual meetings or face-to-face meetings? Why?
- 8. Recent news articles discuss the idea of virtual meeting fatigue (Zoom Fatigue). This phenomenon means the exhaustion or fatigue that is directly triggered by a virtual meeting. Have you experienced this with your meetings? What makes virtual meetings to exhausting from your point of view?
- 9. We have now discussed several topics and I want to thank you for your answers. Beyond what we've discussed, is there anything else you'd like to address or that has come to mind regarding virtual meetings? Do you have any other questions?