



Best Practices for Hybrid Meetings

ASSESS your audio capabilities

- Can participants hear everything? Are they heard?
- Are your speakers and microphone connected?
- If remote participants can't hear the room, they will have trouble joining the discussion

CONSIDER additional tools like:

- Catchbox, a throwable microphone
- RODE Wireless Go II bluetooth microphone
- Bluetooth speakers



ENCOURAGE cameras on

- Only if participants are in a place that they can share their video
- Explain why - this helps everyone feel more connected

POINT the camera so everyone is in view

- It can be confusing if someone in the room talks but they can't see them

ENSURE participants can view:

- the faces of in-room attendees
- shared presentations
- documents or handouts
- whiteboards or flipcharts, etc.

NOTE: If using special technology, make sure directions or someone knowledgeable on using the technology is present.

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General Meeting Best Practices

What to include in your Agenda:

- Invitees
- Virtual join link
- Overview of the meeting
- Specific meeting objectives and goals

During Meeting

- Start with an ice-breaker or warm-up
- Use collaborative, digital tools
- Collect meeting notes

POST- Meeting Updates:

- Store Notes and Resources where participants can view anytime

PRE-Meeting

ADOPT a remote-first approach to planning and interacting in your hybrid meeting.

ORGANIZE the meeting with various break times, keeping in mind that virtual attendees have a shorter attention span.

During-Meeting

WELCOME online and in-person attendees by name or team/department.

SET GROUND RULES AND PRINCIPLES for your hybrid meeting.

- Agree on a "safe word" to use if anyone "breaks the rules". Picking a funny one will keep it lighthearted and it's a polite way to remind them of the rules.

ENSURE each remote participant has an "in-room friend" giving them a direct line of communication to the meeting.

BALANCE participation from in-room attendees and online attendees.

LOOK FOR facial expressions and unmuted participants

- "I can see you look puzzled, would you like me to clarify anything?"
- "I saw you unmuted yourself, would you like to say anything?"

EXPLAIN things that may be out of context for your online attendees.

Sources:

- [Frisch, Bob, and Cary Greene. \(2021, June 3\). What It Takes to Run a Great Hybrid Meeting. Harvard Business Review.](#)
- [Mrvova, Katy. \(2021, June 22\). How to Master Hybrid Meetings: 22 Best Practices. Slido Blog.](#)