

## Summary:

*As the world adapts to a new era of collaboration, hybrid meetings are becoming the norm. Balancing in-person and virtual participants can be challenging, but it also opens opportunities for productivity and engagement. We offer proven best practices for conducting successful hybrid meetings, from technology essentials to fostering inclusive discussions where everyone feels connected and valued.*

## Having a Successful Hybrid Meeting

Hybrid meetings are conducted both online for some participants and in-person for other participants. Such meetings present different challenges than meetings which are wholly in-person or wholly online.

### Technology Needs

The first step is to be sure you have the technology that supports a hybrid meeting. Technology needs include:

- A strong, stable internet connection. An inadequate internet connection will result in frustrating delays or even complete inability of online participants to take part effectively in the meeting.
- A high-quality camera that shows all in-person participants.
- A large projected image of online participants.
- A microphone/speaker that can both pick up speakers throughout the entire room and allow the comments on online participants to be clearly heard by everyone in-person. In some situations, with many in-person participants, multiple room microphones may be needed.
- Use a virtual whiteboard tool that is displayed onto a large screen for in-person participants. Or be sure online participants can clearly see easels being used by those in-person.
- Pre-testing the technology is highly recommended. Frequently facilities falsely think they are ideally set up for hybrid meetings.

## Facilitation Procedures

Facilitating hybrid meetings also requires special engagement procedures. The challenge is to have online participants feel they are equally engaged. Some key procedures are:

- Encourage or require “camera on” for online participants so that temptations for them to “tune-out” or multi-task are lessened.
- If online participants are staying silent during the meeting, call on one or more of them occasionally to offer their opinion on a challenging topic being discussed.
- Encourage those online to use the chat function to pose questions or comments if the in-person discussions are intense or are discouraging online injections.
- The screen displaying those online should be opposite the person facilitating the in-person discussion so that the facilitator can see when someone online is trying to engage.

Focusing on the unique challenges of hybrid meetings can help assure greater effectiveness of this type of meeting engagement.

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