

HYBRID MEETINGS SETUP GUIDE

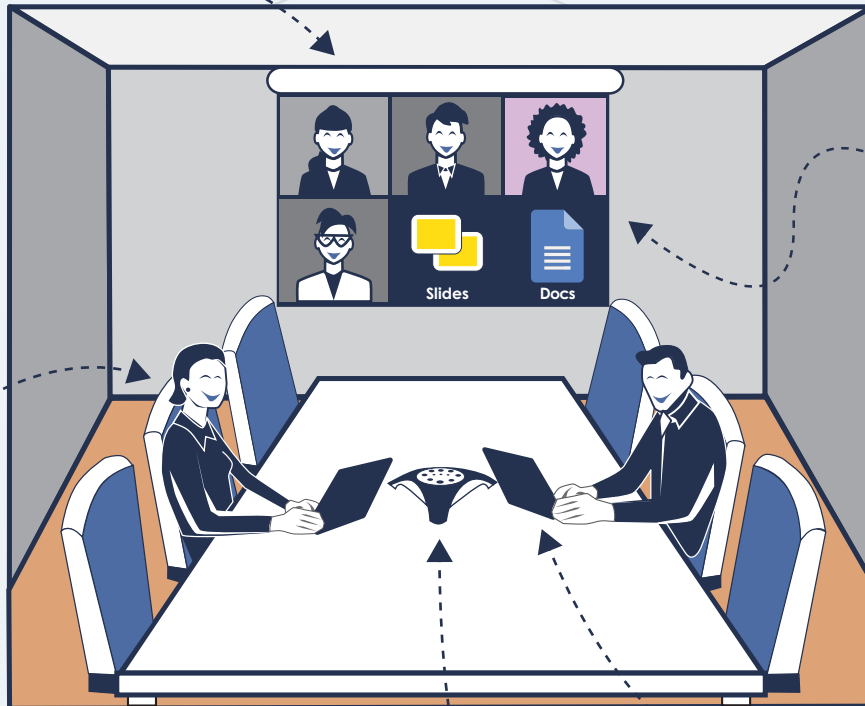
No matter when or how people return to their offices, remote work is here to stay. Hybrid meetings allow organizations to mix in-person and virtual participants. Use this guide to help your hybrid meetings run smoothly and successfully.

Golden Rules of Hybrid Meetings

- Remote participants join with computer
 - Everyone shares video
- In-person participants bring laptops with audio speakers and microphones
 - Use high-quality speakerphone for audio
 - Mute all others in the room
 - Test all equipment including cameras

Ideal Room Setup

Make visuals accessible to all prior to the meeting. Are electronic versions of flipcharts needed?



Scribing the meeting? Use a shared doc or virtual whiteboard. If using flipcharts, focus one laptop camera on those so that remote participants can see them.

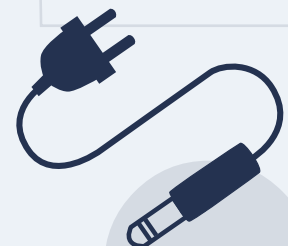
In-person participants share their video but stay on mute.

Pin the video of the presenter(s) to keep virtual participants engaged.



Speakerphones perform much better than laptops. Make sure there are audio jacks and a power source.

Did you test proximity to power and phone jacks?



Some Benefits of Virtual Attendance

- Team members with health conditions do not put themselves at increased risk during flu season or a pandemic.
- Team members don't contribute to community spread of communicable diseases, including the common flu.
- During a pandemic, experts recommend limiting the number of people in the office with others.
- Team members can stay home to care for children or other relatives who need assistance.
- Team members spend less time traveling to and from meetings and more time doing other important work.

Breakout Groups

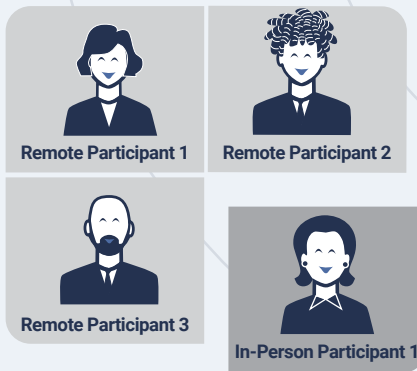
Breakout groups are useful for making meetings more interactive, especially for large groups. Adapt breakout groups for your hybrid meeting.



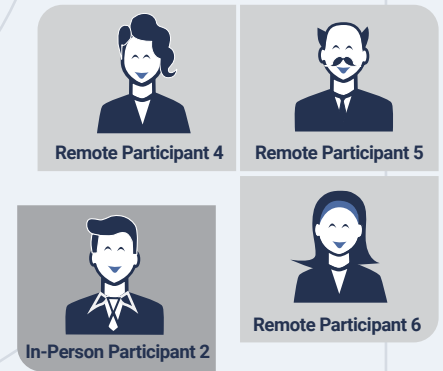
Using breakout groups in Zoom?

- Ask in-person attendees to bring their laptops.
- Gather in spots without background noise.
- Hosts can add participants to breakout rooms, mixing in-person and virtual attendees.

Breakout group 1



Breakout group 2



Main Room

