

ADDITIONAL BEST PRACTICES FOR FACILITATING A HYBRID MEETING



Before the Meeting

- **Make the most out of asynchronous communication.** Adopt an asynchronous mindset: anything that you can do asynchronously, do it online – without calling a meeting.
- **Collect input from your colleagues before the meeting.** Use polls and surveys to collect input from your colleagues in advance, before the meeting, so that everyone has the same opportunity to share their ideas (they may not have it during the meeting). At the meeting, you can then have a productive discussion about what people had already posted. This also saves you a lot of time!
- **Test your tech in the space you'll be using before the meeting starts.** With hybrid meetings, you need to test both the hardware (the technology you're using to connect, such as a camera, microphone, etc.) and the software (your broadcasting platform, such as Zoom).
- **Ensure that your audio is flawless.** The quality of audio can really make or break the meeting for your remote participants. If they can't hear what's happening in the room, they'll have trouble joining the discussion.

During the Meeting

- **Start your meeting in an inclusive manner.** Acknowledge your online attendees and make them feel included right off the bat. Encourage them to turn on their camera so that you can all see each other. If you're planning on doing any interactive activities during your meeting, pick ones that even your online colleagues can join in with.
- **Give a special shoutout to your online colleagues.** As you kick off your meeting, greet your online colleagues and welcome each one of them by name, if possible. If you have a large team and this is not possible, send out at least a general greeting.
- **Use an icebreaker to set the stage.** You can leverage all sorts of [remote-friendly icebreakers](#) to make your colleagues online feel included from the very beginning.
- **Maintain eye contact with all your attendees.** Whenever someone who's in the room speaks, make sure that they try to maintain eye contact with your online attendees. Look in the camera often, not only at the people around you.
- **Be remote-first in interacting with your attendees.** In essence, this means that whenever you're posing a question or asking someone at the meeting for their opinion, don't automatically turn to the person next to you, or someone sitting opposite you.
- **When presenting, be brief and get straight to the point.** After each bulk of information, make a short pause so as to allow anyone – on-site, but mostly online – to jump in should they wish to. You can even implement some quiet time into your meeting agenda deliberately.

During the Meeting

- **Foster hybrid collaboration.** When dividing a larger presentation into smaller groups, the temptation is to put the in-person and remote people in separate groups. Try mixing it up. Have virtual and in-person participants work together.
- **Keep an eye out for people unmuting themselves.** A great tactic for ensuring that your remote participants feel heard is looking at the screen for cues that someone wants to speak.
- **Be sensitive to subtle cues.** In case your remote colleagues have their cameras turned on – keep an eye on subtle facial cues such as inhales or quizzical facial expressions. Looking out for these cues is a great way to include your teammates online in a conversation.
- **Avoid side conversations.** Try to avoid cross-talks and impromptu side conversations as they can be confusing to your remote colleagues. This also applies to jokes or situational humor. If the whole room bursts out laughing, your online colleagues might feel excluded. If such a situation occurs, explain and fill your remote colleagues in.

After the Meeting

- **Survey everyone about the experience.** Employee experience is at the top of everyone's list these days, and one aspect of it is how they experience meetings, whether in-person or remotely. Make sure to ask how they attended so you can filter the data to look for differences. Were those attending in-person more engaged, or did the online cohort have a better experience? Ask questions about each aspect of the meeting, so you can improve those that are lagging.

References

[Considerations and Best Practices for Running Hybrid Meetings](#)

[How to Master Hybrid Meetings: 22 Best Practices](#)

[How to Nail a Hybrid Presentation](#)

[9 Tips for Running Effective Hybrid Meetings](#)

Additional Reading

[When Do We Actually Need to Meet in Person?](#)