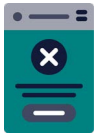


# OIT Hybrid Meeting BEST PRACTICES



OIT now operates in a hybrid world, with some staff working on-site and others working remotely. This presents unique challenges and opportunities when facilitating impactful meetings.



Tech can be unpredictable



Participants engage and provide feedback differently



Conversation flow and collaboration is different

However, tools and techniques can help ensure your meeting is productive and enjoyable for all participants.

## ROLES

Based on the meeting’s goal, carefully consider who will need to be involved in the meeting and clarify attendee roles for the meeting. When people know what’s expected of them ahead of time, they will be more confident in their role. No one wants to be surprised with a role they weren’t expecting. Common meeting roles include:



Facilitator



Co-Facilitator



Sponsor / Stakeholder



Participant



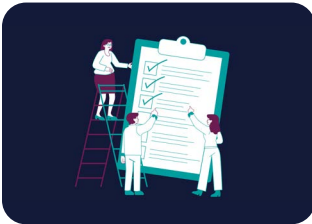
Timekeeper



Scribe

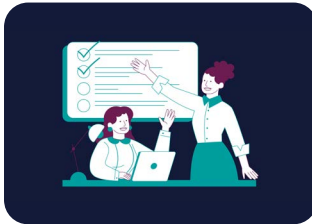
## FACILITATOR TIPS FOR HYBRID MEETINGS

Hybrid meetings require additional preparations. As a facilitator, you want everyone to fully participate and ensure that the meeting’s objectives are realized.



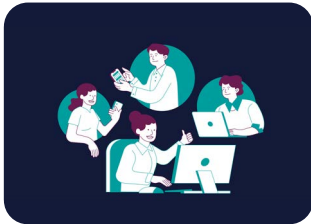
### Determine Outcomes

Have clear outcomes, write down action items, and create a focused agenda. Share the agenda with all participants ahead of time.



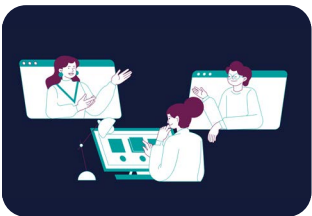
### Plan for Accessibility

Ensure tech and activities are accessible to all participants.



### Log in Early

Ensure all tech is working and give yourself time to reset as needed.



### Turn on Video

Humanizes the room and helps connect virtual and in-person people.



### Build in Water Cooler Talk

Give people time to share how they are feeling and connect.



### End with Next Steps

Review outcomes and clarify who is responsible for what.

## PARTICIPANT TIPS FOR HYBRID MEETINGS

Arrive on time and prepared.

Review any materials prior to the meeting and make sure you understand your role. Turn your camera on if you can to engage with other participants.

When presenting, be brief and get straight to the point.

Take pauses in between batches of information to allow for questions or discussion. Be descriptive when presenting visual content for attendees who can't see it. It's also a good idea to send presentation materials to attendees so they can control accessibility settings as needed.

Ensure audio is flawless.

The quality of your audio can make or break a meeting for your online colleagues. Check your microphone before the meeting and turn on auto captioning in Zoom as it helps with comprehension for a wide range of people and situations. Mute yourself when you aren't speaking.

Utilize chat, reactions, and hand raising in Zoom.

When you'd like to speak, raise your hand in Zoom. This helps everyone follow along, regardless of their location. Typing notes and questions in the chat will ensure everyone is on the same page. Reactions are also a way to show you're engaged in the conversation without speaking.

Share your feedback about the meeting.

If you have ideas to improve meetings you're in, let the facilitator know offline. Your feedback could help focus and shape the meeting to be more productive and fun for all participants.