Have Yourself a Happy Hybrid Meeting

Planning a meeting in which some participants will be together in person while others will participate via video conference? Don't panic! Use the following tips to help ensure **everyone*** feels included and involved.

*As in all meetings, we recommend Inclusive Group Agreements (like these, posted on the PMO website).

Set up a way for everyone to have an equal chance to participate. If one person is joining via Zoom, everyone should be on Zoom, even if some participants are in person together.

Provide tech instructions in the meeting invite. These might include things like, "Everyone will need to log into Zoom and the Mural website," or, "We will ask everyone to have their cameras on for at least the first 5 minutes of the meeting."

Make virtual group meeting norms explicit. Consider addressing things like: One person talks at a time, people can use Chat during the meeting, remote participants use Zoom Raise Hand, and in-person participants raise their hand in the room.

Use a shared visual for all participants. Have someone Share Screen in Zoom so all offsite participants and the people in the room see the same thing. Online collaboration tools such as Teams, Office365, Mural, or Miro can be great for shared visuals that allow for equitable participation in collaborative discussions and decision-making.

Assign a "point person" in the in-person room who ensures those on Zoom are heard from and that they're able to hear comments made by those physically present in the meeting room.

Make use of Zoom Breakout Rooms. You can have one person from each Breakout take notes in a shared document or other online collaboration tool to share with the group.

Have a little bit of fun. Taking a moment at the beginning to do something like have everyone mention their current favorite show or podcast in the Chat helps break the ice and build connections between the in-person and remote participants.