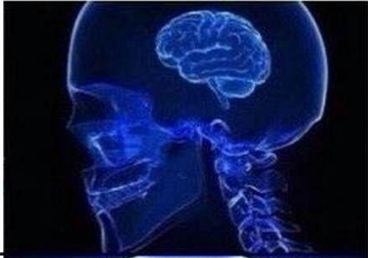
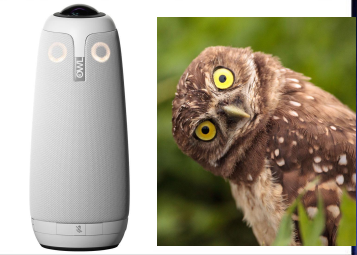


Hybrid Meetings

A Short History & Few Best Practices



Ensure

Presenter(s) in a physical room are still screensharing

Meeting facilitator is engaging with remote participants

Limiting participants to who you can fit in a conf. room + equal # remote

Encouraging mics + cameras on

Normalize

Scoping before scheduling: hybrid presentations and/or workshops

All-virtual meetings or all-in-person meetings (especially when they're too big)

Naming yourself when beginning to speak in a meeting

Ask

Could this meeting really just be an email?!

But also, for feedback. And of course, adjust.