

FACILITATING HYBRID EVENTS

FIVE TIPS FOR SUCCESS



1

SET UP IN ADVANCE

Advance preparation is a key to everyone's success. Create and communicate a meeting agenda or training outline, with specific outcomes. Invite the right people (and only the right people). Establish group norms and expectations.



2

SELECT THE RIGHT TECHNOLOGY

Provide the right technology to all participants: video-enabled meeting rooms with easy-to-hear audio connections. Give remote attendees equipment needed to connect with ease. Plan to use collaborative software tools that allow for input, discussion, dialogue, and feedback.



3

SHOW UP ON AUDIO & VIDEO

Ensure crystal clear audio connections so that every voice can be heard. Turn on webcams for visual connections, making sure that everyone can be seen. Use video with intention (to avoid video fatigue).



4

STRIVE FOR A SHARED EXPERIENCE

Create an equal playing field among all attendees. Have in-person attendees use their devices to access shared technology. Manage group discussions and dialogue in ways that build trust among the group. Assign an in-person "buddy" to each remote participant to assist with clear communication.



5

SHOWER ATTENTION ON REMOTE

Have a "Remote First" mindset when inviting discussion and asking for responses. Call on the remote attendees first, every time. Ensure their voice is amplified and heard in every discussion. Avoid having side conversations among in-person attendees, to assist with the engagement and inclusion of everyone.