

# Effective Hybrid Meetings

## WHY IT MATTERS

Being intentional about hybrid meeting behavior will level the playing field for remote participants and allow all team members to more fully contribute. Many of these strategies also benefit other minority or excluded groups (e.g., speaking clearly benefits those who have hearing disabilities, etc.) so engaging with these concepts is more valuable than simple remote vs. in-person inclusion.

### Meeting Setup (Do Once!)



- Add a profile photo, your preferred name, and your pronouns to your virtual meeting account(s)
- Visit your virtual meeting settings and make sure the “display name” option is set to “always”
- Turn on chat notifications (sound and/or visual) in your settings

### Before Each Meeting



- Schedule meetings with enough notice, start meetings on time, and communicate if a meeting is running late
- Share a calendar invite with the virtual meeting invite link and agenda document embedded
- Decide on a ‘raising hand’ method that works for both in-person and virtual participants
- Consider using synchronous digital collaboration tools (e.g., Google Docs, digital whiteboards, etc)

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## During Each Meeting



- Have in-person members join the virtual meeting (with video but not audio) so that they have access to the chat and are clearly seen by remote participants
- Keep an eye on the chat window and announce new messages
- Speak slowly, clearly, and close to the microphone
- Encourage participation such that both modalities are able to contribute equally
- In-person participants should avoid side chats as these are often picked up by the microphone, confusing virtual participants
- Check in frequently with remote participants

## After Each Meeting



- In your post-meeting communication, highlight specific contributions from participants (ensuring a mix of virtual and in-person people are recognized)
- Reach out to a subset of participants and ask what aspects of meeting facilitation worked/didn't work
- Meeting facilitator(s) should reflect on whether access to participating was equitable and what can be improved in future meetings



*Check out NCEAS' resource on virtual meeting best practices here!*