Organizing Hybrid Meetings

When the pandemic began, we made a vast shift as a campus to conduct our work virtually. We quickly created work spaces in our homes, collaborated in ways we never thought possible, and learned our way around Zoom. We met virtually with our colleagues for months and many of us continue to do so. Our presence on campus varies from day to day and person to person, but our team structures remain the same. So the next question becomes how do we master meetings when some of us are in person together and others are remote?

Hybrid meetings are already taking place on campus and will continue grow in popularity as campus is repopulated. They require a different mindset and considerations to ensure all participants feel involved and heard.
Tips for Successful & Inclusive Hybrid Meetings

Set ground rules for the meetings in advance to ensure that all participants have the opportunity to share and contribute. It will be more important than ever to only have one person talking at a time and to ensure chat features are enabled.

Make sure the meeting invite includes the virtual meeting information as well as the physical location of the meeting.

Create a clear and detailed meeting agenda and send it out in advance along with other materials that will be used and referred to during the meeting.

Select rooms with strong Wi-Fi connections and that all technology, including speakers, screens, and microphones are functioning in advance.

Create activities in formats that all participants can do whether in person or virtually.

Ensure in-person attendees are not dominating the conversation as it will feel natural to do contribute this way. Leave time for virtual participants to come off of mute and engage in the discussion.

If there are deaf or hard-of-hearing participants in the meeting, Access Services would prefer to match the location of the participants, if possible based on scheduling. When placing an interpreting request, please indicate those details.

Hybrid meetings may take extra pre-planning and forethought as you get going; nevertheless, the preparation will be worth it in the long run for a smooth meetings where everyone feels ready, heard, and equipped.

Additional Resources:

When Everyone is Not Virtual from Leading Virtual Meetings
How to Run Effective Hybrid Meetings
Leading Effective and Inclusive Hybrid Meetings
Considerations and Best Practices for Running Hybrid Meetings
Accommodating Virtual Attendees with Hybrid Meetings
10 Tips for Great Hybrid Meetings

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