

# Hybrid Best Practices

The League believe that offering a hybrid option will allow more members to participate. This may require a slight change in your chapter's culture. However, a hybrid format also allows members to attend the way they're most comfortable and, in some cases, able.

The following are important practices to make your hybrid meeting effective.

## Most important rule: **Don't Forget Your Zoomers**

Remember this rule as you plan and execute the meeting. Zoomers aren't "extra" attendees. They're attendees participating virtually. They should be as much a part of the meeting as those in person. Here's how to make sure that happens:

## Set-Up

- 1) Make sure the camera faces the podium or area where people will be speaking. An external camera may be better than using the camera of the laptop. It may also capture a wider angle.
- 2) If you are allowing Zoomer participants to speak, please have an external speaker attached to the laptop. Or use a Bluetooth enabled speaker.
- 3) Have one laptop exclusively as the camera. Name this Zoom participant as the person presiding over the meeting.
- 4) Use an additional laptop for an officer designated the *In-person facilitator*
- 5) There should be a large monitor onsite so others can see the Zoomer participants and any Zoom speakers that are on the agenda
- 6) Identify one mic source. Multiple will cause feedback. However, ensure that your Zoomers can hear.
- 7) Have the *Presiding Officer, In-person Facilitator* and *Zoom Facilitator* do a test run, at the venue, prior to the meeting to ensure all tech is working. Adjust accordingly.
- 8) *In-Person Facilitator* and *Zoom Facilitator* should designate a primary way to communicate (i.e. text or email). In-Person Facilitator should not use the chat for any private messages as those at the meeting will see those exchanges on the screen.

## Meeting Protocol

- 1) Zoom Facilitator should open the Zoom Room at least 20 minutes prior to meeting. Have a short script written into the chat to introduce themselves, welcome folks, identify In-Person facilitator and outline protocol.
- 2) The In-Person Facilitator should login to the Zoom Room at least 10 minutes prior to the meeting
- 3) All mics should be muted. Encourage all communication via chat and private messaging.
- 4) Zoomers should be encouraged to have their cameras on to add to the feel that they're active participants and not merely extras listening.

## During the Meeting

- 1) Presiding officer must announce meeting is being recorded via Zoom
- 2) When there is a call for feedback or questions, the Presiding Officer must remember to ask the In-Person Facilitator if there are any from Zoom participants before moving on
- 3) Within the Zoom, Spotlight the venue. This ensures all Zoom participants see all in-person speakers
- 4) If a Zoom participant is an agenda speaker make them as a spotlight during their portion.

## Tips

- Bandwidth at the venue will vary. Please ask speakers to limit their movement. In low bandwidth situations, speaker movement freezes Zoom video
- All speakers on the agenda must come up to the podium or speaking area. Zoomers cannot hear them from across the room.
- During feedback or Q&A, the Presiding officer should ask each person to state their name and town and feedback/question\*. The Presiding Officer will then repeat this information so that Zoomers hear it clearly. – OR-
- The In-Person facilitator must place this information in the chat
- In-Person Facilitator and Presiding Officer must remain in contact. The IPF is the Zoomer's only connection to the in-person meeting.

\*This is proper meeting protocol even without hybrid format. Every individual may not know one another. It's a courtesy so that everyone is aware who is speaking and for proper minute documentation.

### Tools & A/V Needed Onsite:

- 2 laptops
- Monitor/Flat screen
- Bluetooth or wired speaker for designated Zoom laptop
- Wireless hotspot (optional but should be considered based on strength of venue's bandwidth)