**Hybrid Meeting Considerations**

These questions are designed to help groups think through the challenges of hybrid meetings. There are no right or wrong answers, just points of discussion for groups to consider.

**Audio**
- How will people in the room hear the virtual people? Is the speaker loud enough to hear?
- How will the people in the room be heard by the virtual people? How is the mic shared?

**Video**
- How will the people in the room see the virtual people?
- How will the virtual people see the people in the room?
- How does your meeting handle people in the room who do not want to be on camera?

**Internet Connection**
- How are you connecting to the internet?
- Does your meeting place provide a wifi or wired internet connection?
- Is the signal strong enough to run your meeting during the time of day you usually have it?

**Equipment**
- Who owns the equipment you’re planning to use? Is it group equipment, facility equipment, or personal equipment?
- Where will the equipment be stored?
- Who is responsible for maintaining the equipment, and what happens if some of it is damaged?
- Who is responsible for the setup and teardown of the equipment?

**Meeting Service**
- Is the meeting using a personal account for the virtual meeting, or is it a group account?
- Who is responsible for managing the online meeting from the in-person meeting?

**Meeting Format**
- How is the group ensuring that in person and virtual participants have equal opportunity to share? Does the format need to be rewritten to reflect that?
- How is the group adhering to local and facility guidelines on capacity? What happens if the meeting reaches capacity and additional people show up?

**General Stuff**
- Will a hybrid meeting best serve the needs of our group? Is there merit to maintaining separate virtual and in-person meetings?
- Is one person required to be at/involved with the meeting for everything to work? How is the responsibility shared?