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?