# Running Effective Hybrid Meetings

Hybrid meetings

A hybrid meeting is where two or more attendees are working together at one location and others are joining the meeting remotely.

As hybrid meetings are becoming increasingly common, we thought it would be helpful to put together some useful tips to ensure that your hybrid meetings run successfully, all participants are able to contribute, and the desired outcome is achieved.

There are three phases to meetings. These apply to meetings in general but are perhaps more important to consider when it comes to Hybrid meetings.

**Pre-meeting** → **In-meeting** → **Post-meeting**
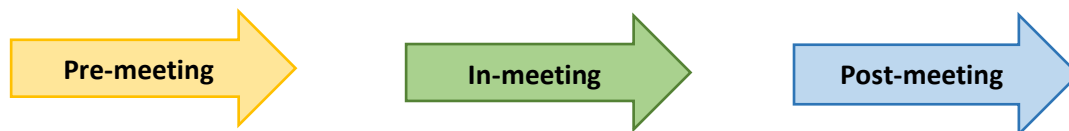
Pre-meeting

- Set an **agenda and circulate** it in advance. It can be included as a document in the meeting invite so people can add to, if needed.

- Be clear what the **format of the meeting** will be and what outcome you want to achieve. Will it be a presentation, interactive workshop or a brainstorming session?

- Advise attendees if you are going to be using any **collaboration tools**, such as Whiteboard or Office 365 to work on the same document, spreadsheet or presentation.

- As soon as a Teams meeting is created, you can start **interacting with each other** in the chat space and whiteboard or through shared files and meeting notes.

  These are available to internal invitees before, during and after the meeting.

- Consider **recording the session** if you know not everyone will be able to attend.

  If you decide to record, we advise informing people in the invite, as well as at the start of the meeting, so they can choose to turn off their camera.

Remember the purpose and agreed format of the meeting and try and stick to this.
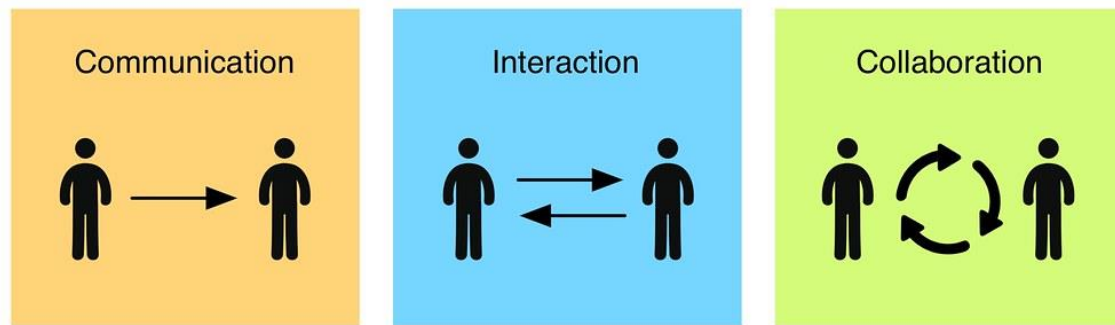
During a meeting

Some of this is basic online meeting etiquette but is essential to hybrid meetings. When some people are onsite together, it is natural to slip into old habits.

- Use the **hands up** feature on Microsoft Teams to show that you wish to speak, whether you are onsite or remote.
  Organisers: Nominate someone to keep an eye on this and the chat window to support your meeting chair/facilitator.

- Ensure **everyone knows who is in the meeting** at the start. Let remote attendees know when someone onsite enters or leaves the room.

- Make sure **everyone can hear and be heard**. This is <u>the most important factor</u> for making hybrid meetings work well for your team.

- Accommodate **remote colleagues first** and check in with them from time to time during meetings, especially if only one or two are attending remotely.
  Remote participants: you should flag any issues immediately or ask if you need something to be repeated.

- If someone is presenting, they can't see what else is happening. Help them out by having a **moderator to keep an eye on** the chat and people raising their hands.

- Work assignments should be **very clearly described** (more than before) and questions welcomed. *Remember it can be easier for those onsite to ask questions.*

- Make use of the features Microsoft Teams has to offer - **such as spotlight, Whiteboard, Polls and emojis/reactions** - to make the session more interactive. *See the below user guides for further information.*

During a meeting cont…

The following user guides will help you encourage more interaction and collaboration within Team meetings

[Spotlight someone's video in a Teams meeting (microsoft.com)](#)

[Use Whiteboard in Microsoft Teams](#)

[Poll attendees during a Teams meeting (microsoft.com)](#)

[Express yourself in Teams meetings with live reactions (microsoft.com)](#)

Post-meeting

- **Share the recording** of the meeting with all participants, especially any external guests who will not get access otherwise.
  All internal invitees will have automatic access to the recording via the meeting chat.

- Re-emphasise that the chat history, whiteboard and any shared files are all **available after the meeting** to all internal invitees (even those who did not attend) to view and revisit if needed.

General Guidance

- Even if only one of you is remote, **try to meet as if everyone is remote** so you can all share and contribute equally.
- Appreciate that **frontline workers** may be joining from a mobile device and/or a dynamic environment.
- Use the **tools you all have in common**, even if it is just a phone and a slideshow.
- If not using Teams Rooms equipment for a video call, have **everyone onsite dial in** with their laptops and switch their cameras on. You are all equally seen and heard.
- **Avoid using physical aids** like flipcharts or post-its. If everyone can't read it at the same time, it is not working. **No pointing** at a screen - remember, remote users cannot see your finger.
- **No team member should have lower priority**, whether in the tools they can access or how decisions are made.
- Teams need time working together and seeing each other - for their sanity and to work effectively. **Agree as a group on what your team wants to work on 'live'** via video calls.