

HYBRID VERSUS VIRTUAL

Meetings

WHAT'S THE DIFFERENCE?



HYBRID MEETINGS

They feature an in-person audience that gather at a physical venue as well as a virtual audience that tunes in online. Hybrid meetings increase reach, facilitate flexibility, and offer dynamic experiences.



VIRTUAL MEETINGS

They take place entirely online and feature an online only audience tuning in from their own spaces. Virtual meetings have no geographical bounds and can offer new forms of accessibility.

WHAT SHOULD I CONSIDER?



Planning



Facilitating



Participating

PLANNING



Planning both meetings options requires careful consideration, appropriate technology, and flexibility.

HYBRID MEETINGS

Hybrid meetings take more time to plan. Consider: your goals of a hybrid meeting, the budget for items like space and travel costs, the preferred hybrid meeting platform (i.e., Zoom), a detailed agenda that engages both audiences equally.

VIRTUAL MEETINGS

Virtual meetings need to be set in advance. Ensure the details are prepared and potential challenges have solutions. Ensure virtual meeting invitations are sent with the agenda along with reminders. Test out software in advance.

PLANNING: Comparison

Consider the required planning for hybrid and virtual meetings, the aim should be that both groups of participants have the same experience and levels of engagement.

| |  |  |
|------------------|---|---|
| Link Sharing | ✓ | ✓ |
| Document Sharing | ✓ | ✓ |
| Technology Prep | ✓ | ✓ |
| Travel capacity | ✗ | ✓ |
| Meeting Space | ✗ | ✓ |

PLANNING



Here are some ideas to consider when planning both meetings.

HYBRID MEETINGS AGENDA ADD ON IDEAS

- Take attendance
- Start with an ice breaker
- Track goals
- Track technology questions and needs
- Give shoutouts
- Ask for meeting feedback
- Check-out question
- Link to access supporting docs

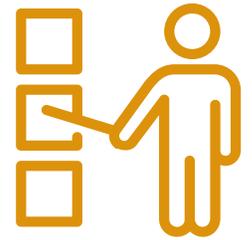
VIRTUAL MEETING AGENDA ADD ON IDEAS

- Take attendance
- Start with an ice breaker
- A link to virtual meeting ground rules
- A list of question you want to answer during the meeting
- A record of decisions everyone consented to
- Action items and next steps

PLANNING: *Best Practices*

- Send out the agenda in advance to give ample time for folks to add their discussion points
- Give homework or pre-work for folks to complete ahead of time
- Have a back up plan incase anything goes wrong
- Both types of attendees expect to interact with each other--set aside time to break out into small groups or have dialogue
- Do test runs before the meeting to ensure the space and technology is working effectively
- Be patient, kind, and humble--everyone is learning too

FACILITATING



Facilitating both meetings options will create challenges to ensure everyone is able to contribute. Ensure strong leadership to facilitate.

HYBRID MEETINGS

Bridging the gap between in-person and online will be key to networking and team building. Spend time talking with your group to find the best way to engage both audiences. Be direct with specific instructions for dialogue.

VIRTUAL MEETINGS

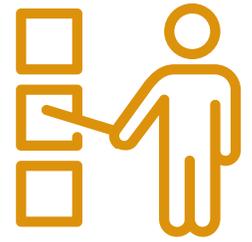
Facilitating a great virtual meeting can help build excitement for the team. Use video. Minimize presentation length and encourage discussion. Don't be afraid to tackle tough issues, you may be amazed at what you learn.

FACILITATING: *Comparison*

For both meetings, consider assigning roles to team members, such as tech help and note taker, for consistent engagement. Create an agenda that outlines the roles of each participant type (i.e., hybrid and virtual).

| |  |  |
|----------------------------|---|---|
| Meeting Fatigue | ✓ | ✓ |
| Role Delegation | ✓ | ✓ |
| Extra Screens (recom.) | ✗ | ✓ |
| Interactive Tools (recom.) | ✓ | ✓ |
| Participant Feedback | ✓ | ✓ |

FACILITATING



Here are some ideas to consider when facilitating both meetings.

HYBRID MEETINGS ENGAGEMENT IDEAS

- Offer opportunities to get each voice included
- Keep your camera on
- Share virtual chat out loud
- Assign roles (consider two hosts- one online, one in person)
- Invite participants to share

VIRTUAL MEETING ENGAGEMENT IDEAS

- Keep your camera on
- Play some music
- Take a poll or quiz
- Share videos to get folks laughing
- Host a team building activity
- Actively solicit for ideas and collaboration
- Introduce Gamification¹

FACILITATING: *Best Practices*

- Maintain neutrality through sticking to the desired outcome of the meeting
- Honor the wisdom of the group and ensure folks are consistently acknowledged
- Embrace the silence-- it is important to allow time for reflection
- Consider adding a short break to re-energize and encourage healthy habits (water, sunshine, connecting with others)
- At the end of each meeting, be sure to review all decisions, tasks, and next steps (don't forget to document them!)

PARTICIPATING



These meetings are unique spaces for networking, team building, and trust building. Consider what goals you have to participate.

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PARTICIPATING: *Comparison*

When participating in hybrid and virtual meetings, meeting with others in a shared space is a great opportunity for finding connection to leverage resources, develop partnerships, and define common goals.

| |  |  |
|-----------------|---|---|
| Technology | ✓ | ✓ |
| Flexibility | ✓ | ✓ |
| Technology Prep | ✓ | ✓ |
| Wifi capability | ✓ | ✓ |

PARTICIPATING



Here are some ideas to consider when participating in meetings.

HYBRID MEETINGS PARTICIPANT IDEAS

- Introduce yourself
- Consider others and ensure there is space for each voice
- Speak into the mic so all attendees can hear
- Ask remote participants questions or their opinion on topics you shared

VIRTUAL MEETING PARTICIPANT IDEAS

- Introduce yourself
- Remove background distractions
- Use "mute" when not talking
- Consider others and allow them time to finish talking before replying
- Record personal action items and plan next steps ¹

PARTICIPATING: *Best Practices*

- Stay focused on the meeting topic and agenda items to have an effective use of time
- Allow for pauses as relay and reception can sometimes be slow
- Turn off/mute emails, texts, and calls that may interfere with meeting
- Arrive/log-in a few minutes early
- Reach out after the meeting for networking with in-person and/or remote participants if there is shared goals and interests