Let's do a Meeting
Guide to effective Hybrid Meetings

lets-do-a-meeting.com

Parts of the Team are in the office, other ones dial in form the home office, a coworking space or form somewhere else — Hybrid Meetings and Workshops are already the new normal.

But to be honest, quite often they feel pretty chaotic and unproductive.

This Guide will empower you to host energizing and productive hybrid Meetings.

Let's start with some clarity around terms:
When it comes to Meetings and Workshops, what does hybrid mean actually?

What is hybrid?

Hybrid Meetings are **3 separate Meetings** in one:
a face-2-face Meeting at a shared location,
an online Meeting,
and the moment when the two are linked together.

Alright, but:

Should everything be hybrid now? No!

Hybrid Meeting is the most demanding format.

Please be aware, that a Hybrid Meeting or Workshop is the most demanding format. For the Facilitator as well as the participants.

Make sure hybrid does not just happen.

Therefore, make sure, you don't just stumble into it, but intentionally chose the set-up and format of the Meeting to make sure, it serves the purpose of the Meeting. This could mean to consciously invite for remote-only Meetings, when this set-up fits the purpose of the Meeting (e.g. synchronizing on the most important task within the team in a very effective way) best.

Designing Hybrid Meetings with intention

But sometimes there are good reasons to host a Hybrid Meeting. For example, when equality and ease of participation are important for a specific Meeting.

The following four aspects will help you to intentionally design and facilitate Hybrid Meetings:

1. **Roles** needed for a Hybrid Meeting
2. Helpful for **Rules** for Hybrid Meetings
3. **Structure & methods** that will help in Hybrid Meetings
4. Necessary **Technology** for Hybrid Meetings

1. Roles needed for a Hybrid Meeting

To build and assign roles creates a lot of clarity around who is doing what within a Meeting.
Roles are not a person, but a description of responsibilities.
A person can take over a role and the connected responsibilities. Roles can be shard by multiple persons and one person can as well take over more than one role.

A role has a title, a description of its purpose (why this role is needed) as well as responsibilities.

1. Roles

Roles needed on-site of the **face-2-face Meeting** as well as the **online Meeting:**

Timekeeper

Purpose:
Ensures that the overall meeting time is adhered to and keeps track of breaks

Documentation

Purpose:
Ensures that all key information, ideas and decisions are documented and made accessible

Roles needed on the site of the
face-2-face Meeting:

Facilitator

Purpose:
Ensures that the meeting is held in the spirit of the meeting purpose

Tech Support

Purpose:
Ensures smooth technical operations and functioning of technology on site

Roles needed on the site of the
online Meeting:

Facilitator

Purpose:
Ensures that the meeting is held in the spirit of the meeting purpose and represents the remote participants

Tech Support

Purpose:
Ensures that all remote participants have the support they need with technology

1. Roles
on-site of the face-2-face Meeting:

Facilitator

Purpose:
Ensures that the meeting is held in the spirit of the meeting purpose

Responsibilities:
- keeping the meeting focused on the goal and using appropriate methods to achieve that goal
- pays attention to both spaces and that they have an equal say
- keeps track of energy and break times
- is responsible for the good interaction with remote moderation

Tech Support

Purpose:
Ensures smooth technical operations and functioning of technology on site

Responsibilities:
- takes care of all questions and technical issues on site in the room

1. Roles
on site of the online Meeting:

Remote Facilitator

Purpose:
Ensures that the meeting is held in the spirit of the meeting purpose

Responsibilities:
- keeping the meeting focused on the goal and using appropriate methods to achieve that goal
- pays attention to both spaces and that they have an equal say
- keeps track of energy and break times
- is responsible for the good interaction with on-site moderation

  plus:
- advocate for equal participation of remote participants

Remote Tech Support

Purpose:
Ensures that all remote participants have support with the needed technology

Responsibilities:
- makes sure that all questions about technology are answered (I don't have sound, I don't see the board, etc.)
- takes care of parallel discussions in the chat, setting up break-out rooms and posting important technical info (e.g. links to whiteboards)

1. Roles
on-site of the face-2-face Meeting and the online Meeting:

Timekeeper

Purpose:
Ensures that the overall meeting time is respected and keeps track of the breaks

Responsibilities:
- has the overall meeting time in mind as well as the timings of the individual agenda items
- reminds how much time is left for an agenda item
- keeps track of participants energy in all rooms and reminds them of break times

Documentation

Purpose:
Ensures that all key information, ideas and decisions are documented and accessible

Responsibilities:
- documents the results in the meeting visible for all
- makes the documentation accessible for all participants

2. Helpful Rules for Hybrid Meetings

There are no general rules to be followed to ensure a productive and energizing Meeting. But it can be very helpful to create and agree on specific rules that make sense in the context of the particular Meeting.

The following rules are suggestions for the context of Hybrid Meetings, where you not only need to tackle technical challenges, but work with a dis-balance between the participants who are participating on-site and those who are dialed in remotely.

2. Helpful Rules for Hybrid Meetings

Check-In

Start your Hybrid Meeting with a Check-in where all participants can share what has their attention to invite everyone to participate from the beginning.

Agree on signs

Agree on clear signs (Hand up or Cards) to balance the existing hierarchy between on-site and remote participants and to support the Remote Facilitator to steer communication.

Remoties first

When there are multiple questions or contributions let the remote participants share first.

Bring your down device

Decide upfront what technology will be needed and inform the participants before the Meeting so they can prepare themselves.

Tech-check

Introduce a Tech-check before the Meetings starts where everybody makes sure the technology works on their site.

Camera on

To allow equal participation, everybody should have the Camera switched on.

lets-do-a-meeting.com

3. Structure and methods for Hybrid Meetings

Every kind of Meeting needs a structure (timings, breaks etc.) as well as methods (how to work on a specific task) to be productive.
Of course, Hybrid Meeting need them as well, but have some additional requirements when it comes to designing the structure and facilitating the methods.

3. Structure and methods for Hybrid Meetings

Double communication

Alongside with the different methods or exercises, keep in mind, what kind of communication and explanations might be needed on the different sites and how and when to share them with the participants.

Time adjustment

Be aware, that a Hybrid set-up does take more time and adjust the agenda to allow 10-20% more time.

Methods for both worlds

Consciously choose Methods that work at the on-site part of the Meeting as well as remotely for all task and exercises that the participants are given.

It is possible to prepare different tasks and exercises (and methods) for both sites of the Meeting to make use of the potential of the given advantages of the face-to-face and remote set up.

4. Technology for Hybrid Meetings

Hybrid Meetings do have their technical challenges to create a good connection between the on-site as well as the remote participants.

The following suggesting give an overview of what is needed at which location.

4. Technology

Technology needed on-site of the face-2-face Meeting as well as online Meeting:

- video conferencing system (Zoom etc.)
- good internet connection
- own notebook with access to the digital whiteboard

Technology needed on the site of the face-2-face Meeting:

- powerful room camera & room microphone
- each participant has their own notebook with camera in front of them (so that additionally to the room camera participants are clearly visible individually and have access to the digital whiteboard)
- large screen or canvas to see the remote participants well
- if necessary, another screen on which the digital whiteboard can be seen

Technology needed on the site of the online Meeting:

- own notebook with camera and access to the digital whiteboard
- headset

lets-do-a-meeting.com

Let's start

With hosting Hybrid Meetings that are effective and energizing. Take the four aspects from this Guide to intentionally design and facilitate the next Hybrid Meeting or Workshop.

Bring joy, productivity and connection back to your Team Collaboration

With Let's do a Meeting virtual Trainings that support you turning your Meetings into effective and energizing Team work.

take me to the Training

lets-do-a-meeting.com