



HOW DO I HOST A HYBRID MEETING?

Learn how to make the most of hybrid meetings by reviewing best practices on what to do to prepare and run hybrid meetings. Use this guide to ensure your meetings are inclusive and productive. [Click here](#) if you need help with Teams.



BEFORE THE MEETING

ADVISE

- Share agenda with meeting expectations in advance
- Clearly tell your guests how to interact, engage and ask questions. Explain reactions and raise hand features.

MODERATE

- Designate moderator(s) to answer to chats and questions
- Communicate when questions will be answered.

PREPARE

- Set meeting options to change meeting controls
- Collect registrations to know attendee count and arrive on-site early to test set-up
- Merge all slides into one deck and share content in advance



DURING THE MEETING

ENGAGE

- Turn your camera on
- Use tablets to whiteboard ideas
- Share your screen
- Include polls and questions
- Have in-person attendees join to access the chat and links

INCLUDE

- Verbally repeat questions asked in chat or in-person
- Alternate looking at camera and live attendees
- Record meeting and turn on captions or transcription
- Use Together Mode for group discussions
- Speakers need adequate lighting and quiet surrounding
- Offer to use Live Transcription
- Review Accessibility checklist

Have questions? Contact us. We are here to help.

