A hybrid meeting can be described as taking place when some attendees join in person and some participate remotely. This may be something that occurs more frequently within the University as we adapt to the new working environment and have increased access to collaboration technologies, e.g. Microsoft Teams.
One remote, all remote:
If you can, it is best that all attendees join the meeting either remotely or in person. Some organisations use the phrase "one remote, all remote". If one person is attending remotely, those in the office should all connect online using separate devices (in a quiet environment). This means that everyone has the same experience, and all are equally encouraged and able to participate. If you are unable to do this, ensure you consider the following criteria:

Engagement

- How will you keep remote attendees engaged in a hybrid meeting? The items discussed around general meeting engagement are even more important in this meeting type. Consider how you will manage questions and participation in a hybrid meeting. It is a good idea to alternate and take one question from those online and one from those in the room, to ensure equal weight is given to all members of the meeting.
- Assign a colleague to monitor the online tool to see if the people who are dialling in remotely are trying to contribute. For instance, if you are using Microsoft Teams, you will need to see if someone is using the Raise Hand or Chat functions to make a comment or ask a question.
- Avoid using phrases like “Does anyone online have any comments?” as these will often result in silence - instead encourage people to contribute by name or by asking a specific question.
- If possible, allocate an 'in the room contact' to each remote participant, whose role is to ensure they are involved and heard in the meeting. This should help the online attendees remain engaged, while also developing team relationships.
- The professional services values – trust, respect, integrity and collaboration – are even more important in hybrid meetings. Respect your colleagues, whether they are joining in remotely or in person, and ensure the agreed meeting etiquette is followed.

Resources

- It is best practice to share any documents before the meeting, and upload them to the meeting platform. Ensure you reference page numbers when discussing the papers so that those who are not in the room are able to follow the discussion. If circumstances mean you are unable to distribute them in advance, at least one person will need to be dialled into the meeting to share their screen with the people who are working remotely.
- Only share your screen if you need to, otherwise it’s better to let your online attendees see you and the other meeting participants.
- If your meeting involves brainstorming ideas, it may be useful for everyone to use a tool such as Miro so all participants are able to contribute.

Visual access

- Ideally, those joining the meeting remotely will be able to see the attendees who are at the meeting in person. If, however, the people dialling in remotely are reliant on audio alone, it is important to consider how you can keep them engaged in this environment.
- You may be in a room which has the technology to display the whole space, so that people dialling in remotely can see what is happening. However, if this is not available, you might want to consider at least one person (probably the Chair) dialling in on their laptop so that remote attendees can see an individual at the meeting.
- If more than one person physically in the room wants to dial in (in the same space), remember that only one audio device should be connected at a time or you will experience feedback.

Sound quality

- Often in meetings people will begin to speak over one another in a way that is not distracting to those in person, but is hard to follow when listening in remotely. It can be helpful to say your name before you begin speaking so that those people who are remote know who is talking. If everyone talks at once then it becomes very difficult for remote attendees to follow the conversation.
- Similarly, it might be difficult for everyone in the room to hear someone speaking online if you are reliant on using the speaker function on a phone or using laptop speakers. It may be necessary to make sure there is a speaker available.