

Planning for Hybrid Meetings



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Meeting Organization



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Meeting Organization

- Choose a meeting host who creates the meeting link and controls all video and audio settings for the meeting.
- Choose a meeting moderator who is present **in-person** during the meeting but who will participate **online**. The moderator's role is to facilitate the interaction of **online** and **in-person** participants.



Meeting Organization

- Share all meeting materials digitally. If hardcopies of documents are to be distributed to **in-person** participants, the host should have a digital version to share with any **online** participants.
- **Online** participants will benefit from being able to access a shared document where they can watch minutes being taken in real-time.



Meeting Organization

- Plan for the interactivity you'll require (e.g. asking questions, making and amending motions, voting) and be intentional about how you will manage **in-person** and **online** participants' engagement.
- Share your plan with all participants in advance.



Meeting Organization

- Hybrid meetings are complex. Schedule a low-stakes practice session before your meeting.
- The host, moderator and chair should be present **in-person**, and a few volunteers should be **online**. All **in-person** and **online** participants should rehearse normal meeting procedures (e.g. asking questions, voting) to work out any kinks.
- Conduct a soundcheck. Test the volume/gain, quality, and placement of all **in-person** speakers and mics.





Audio Considerations



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Audio Considerations

- Ensure **in-person** speakers are loud enough and placed in such a way that all **in-person** participants can easily hear **online** participants.
- Ensure **in-person** mics are sensitive enough and placed in such a way that all **online** participants can easily hear **in-person** participants.



Audio Considerations

- Many laptop mics are highly directional or have limited range; they may not be sufficient for hybrid meetings with many **in-person** participants.
- Many USB or Bluetooth speakerphone devices are available which can be connected to the host's computer to greatly improve mic coverage for meetings with multiple **in-person** participants.



Audio Considerations

- Feedback and echoes are caused by mics picking up and amplifying sound from speakers. To limit this, the host should try to have only one mic on at a time. (This is especially important if you have multiple **in-person** devices or mics).
- The moderator should use a headset to listen to what **online** participants hear. To avoid feedback when they talk, however, the moderator should keep their headset mic muted at all times and communicate only through the **in-person** mics.



Video Considerations



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Video Considerations

- Ensure **online** participants can be seen by all **in-person** participants by connecting a wide-screen TV or projector to the host's laptop.
- If you have too many **online** participants to display on one screen, you might want to ask them to keep their cameras off when they are not speaking.





Video Considerations

- To ensure your **in-person** participants can be seen by all **online** participants, connect an external camera to the host's laptop.
- Place the camera below the screen that is showing the **online** participant to simulate eye-contact.
- If buying a camera, consider a wide-angle or conference-specific model.



During the Meeting



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During the Meeting

- The moderator should sit right beside the chair.
- The moderator should maintain a speakers list for the chair, observing both **in-person** and **online** hands as they get raised.



During the Meeting

- If a vote occurs, the meeting moderator should tabulate the **online** votes and the chair should tabulate the **in-person** votes.
- If a vote seems close, it is a good idea for the chair to announce the total number of **online** and **in-person** votes for and against.



Need Help?

Contact us at:

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