

# HYBRID MEETING CHECKLIST

## ASSIGN MEETING ROLES

- HOST** – creates the meeting link and controls all video and audio during the meeting
- CHAIR** – coordinates the business and procedures of the meeting
- MODERATOR** – facilitates the interaction between online and in-person participants; is present in-person but participates as an online participant using a laptop and headset



## HOLD A PRACTICE MEETING

- Schedule a practice meeting where the host, chair and moderator are present in-person, and a few volunteers participate online.
- Develop a meeting procedures plan which outlines how you'd like in-person and online participants to ask questions, make and amend motions, and vote.
- Test your plan during your practice meeting. Update the plan, as necessary.
- Connect the host's laptop to a TV or projector to show the online participants gallery.
- To encourage in-person participants to make 'eye-contact' with online participants, connect an external camera to the host's laptop and place it below the TV or projector.
- Test the volume, quality and placement of speakers and mics to ensure all participants can be heard. Consider USB or Bluetooth speakerphone devices for larger rooms.

## SHARE MEETING MATERIALS

- Share digital copies of all meeting materials (including your meeting procedures plan) with all participants.
- Include the online meeting link on the agenda, if possible.



## DURING THE MEETING

- The moderator and chair should sit beside each other.
- The moderator should use their laptop and headset to monitor what online participants see and hear.
- The host should ensure that only one mic is active at a time.
- The moderator should maintain a speakers list of all in-person and online participants.
- If a vote occurs, the moderator should tabulate online votes and share the results with the chair. The chair should tabulate all in-person votes and share the combined results.
- Consider sharing an online document where all participants can watch notes being taken in real-time.

## TIPS FOR MANAGING FEEDBACK & ECHOES

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.



**NEED HELP? CONTACT US AT [PD@ATA.AB.CA](mailto:PD@ATA.AB.CA)**



**The Alberta Teachers' Association**