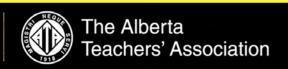






- Choose a meeting host who creates the meeting link and controls all video and audio settings for the meeting.
- Choose a meeting moderator who is present in-person during the meeting but who will participate online. The moderator's role is to facilitate the interaction of online and in-person participants.



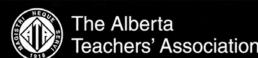
• Share all meeting materials digitally. If hardcopies of documents are to be distributed to in-person participants, the host should have a digital version to share with any online participants.

 Online participants will benefit from being able to access a shared document where they can watch minutes being taken in real-time.









• 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.

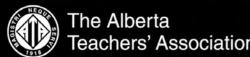




- Hybrid meetings are complex. Schedule a low-stakes practice session before your meeting.
- The host, moderator and chair should be present in-person, and a few volunteers should be online. All in-person and online participants should rehearse normal meeting procedures (e.g. asking questions, voting)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















#### **Audio Considerations**

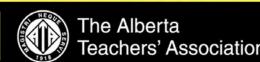
 Ensure in-person speakers are loud enough and placed in such a way that all in-person participants can easily hear online participants.

 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.





#### THE FACE OF EDUCATION

#### Video Considerations





## THE FACE OF EDUCATION (INC.)



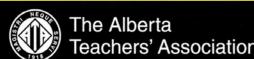
#### Video Considerations

- 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.







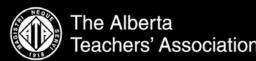




#### Video Considerations

- 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.





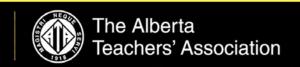




## During the Meeting

• 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

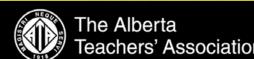
• If a vote occurs, the meeting moderator should tabulate the online votes and the chair should tabulate the in-person votes.

 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?

