

Holding a Hybrid Meeting

A hybrid meeting refers to meetings that feature a mixture of attendees present in person, whilst a group of attendees join in the meeting virtually. Nowadays these meetings are much more common and it can be tricky to conduct the meeting effectively and make sure that everyone feels included. In this guide, we cover some of the main aspects you have to think about when organising one of these meetings, and some tips you may consider for your next hybrid meeting.

Technology

One of the pillars of a good hybrid meeting is your internet connection. This may depend from venue to venue, and there might be a cost incurred with using the Wi-Fi, but a good and stable internet connection is a key factor that plays into a successful meeting.

Second to the reliable, stable and strong internet connection, you need to make sure you have the equipment to carry out the meeting well. Items for this may include:

- **Large screen** – for everyone to see all attendees
- **Sound system and speakers** – for everyone to be able to hear the attendees
- **Microphone apparatus** – for everyone to be able to speak and be heard

A number of venues like hotels and village halls have recognised the need and have started to install this equipment. However, you should look out for this when searching and vetting locations for your club meetings to take place, in case they need to be hybrid and partially take place virtually.

In addition to the above, you also need to choose which virtual meeting platform you would like to use for your meeting. Nowadays, there are many but some of the main ones are Zoom, Microsoft Teams, and Google Meet.

Top Tip:

Double-check all the details of your online meeting are correct! In particular, make sure the date and time are correct so that your Club don't need to make any last minute changes or arrangements.

Top Tip:

In order to set up the virtual side of your hybrid meeting, please use the Club guide about all things Zoom called "Holding a Virtual Meeting". This can be found alongside this guide in the Club Toolkit under Club Management > Club Structure > Meetings.



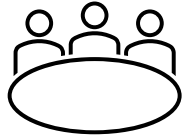
Setting up the room

In order for everyone to be able to successfully see a screen, traditional round table layouts don't often work and therefore a different seating pattern will be required. Distance from and size of the screen will need to be considered as well as the number of attendees at the venue.

Microphone placement will also be important with the potential as well with the potential requirement for multiple inputs to accommodate the fact that attendees are generally facing one direction (towards the screen).

Top Tip:

If you only have one microphone, why don't you have a 'hot seat' instead? If someone wants to speak, they have to move to the hot seat so everyone can hear them.



Running the meeting

Running a hybrid meeting requires different techniques in order to make sure it is executed effectively. Some suggestions for things to consider:

- Clarify whether the meeting is going to be chaired from within the room or virtually and agree on a protocol on how that is going to work and be managed.
- Allocate attendees to run the meeting, run the technology (such as overcoming issues, sharing screens etc.), and watch for attendees wishing to contribute. It is a good idea to assign one person the job of watching the screen and they can indicate when someone wants to speak out loud, or read out comments that were given.
- It's not easy for attendees to make it known that they want to contribute so agree a mechanism (hand up etc.) that covers both attendees in the room and virtually. It's very easy for the room to lapse into a traditional in-person meeting approach where it's easier to see opportunities to break into discussions. It is the responsibility of the chair to make sure that everyone is heard equally and fairly whether online or in person.

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org