



**COLLABORATION SUPERPOWERS**

Work Together Anywhere



**GREAT  
HYBRID  
MEETINGS**



## TIPS FOR ENGAGING HYBRID MEETINGS

- **CREATE A TEAM AGREEMENT.** When we work together in the same place, we can see what people are working on. Behaviour is implicit when we can easily observe people and make inferences. When we work remotely, we have to make our behaviours more explicit: leave nothing implied so that there is minimal room for confusion. Whether you're starting with a fresh team on a new project, or whether you've been working together for a long time, creating a team agreement helps form the glue that binds your team together. Download the PDF: [instructions](#) and [template](#).
- **USE GREAT EQUIPMENT.** In terms of infrastructure, the most important thing is that everyone can be seen and heard – so basically: good microphones and webcams. And the ability to whiteboard and view screens are critical to good collaboration. The next most important thing is that the experience is seamless and people know how to use the equipment/tools. One of the most successful setups I've seen is at the offices of [Envato](#). Long before covid, they were moving to a “remote first” model and they converted a bunch of small offices into video conference rooms. They simply installed a big monitor and a [Jabra speakerphone](#) in every room – and then just used [Google Meets](#) to connect. Low-cost, simple, and easy for anyone to use.



## TIPS FOR ENGAGING HYBRID MEETINGS

- **HAVE GREAT INTERNET.** “My internet is too fast”, said no one. Ever. If you want your remote participants to feel like they are in the same room as you, you need to [help them create a presence](#). That means that everyone has a reliable high-speed internet connection.
- **TEST YOUR EQUIPMENT.** Make sure the equipment you are using for the meeting works before the meeting start.
- **TURN THE WEBCAMS ON.** There’s nothing worse in a hybrid meeting than a microphone in the middle of the desk. A voice without a face is boring and not engaging. Get proper videoconferencing equipment installed and turn the cameras on.
- **MAKE THE AGENDA ACCESSIBLE TO EVERYBODY.** Make sure everyone has access to the agenda before the meeting starts. This helps people both prepare and stay on track.
- **HAVE A FACILITATOR.** A facilitator is responsible for making sure the meeting stays focused on the agenda items and that everybody’s voice is heard.
- **ASSIGN A TECH PERSON.** Assign someone to [deal with any technical challenges](#) that come up during the meeting so that the facilitator and participants can continue while someone else works on the problem.



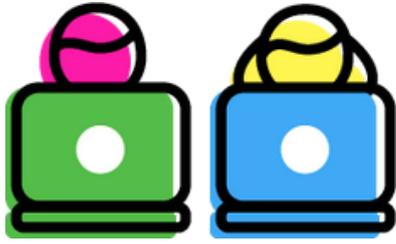
## TIPS FOR ENGAGING HYBRID MEETINGS

- **ESTABLISH YOUR MEETING ETIQUETTE.** How will you know when someone wants to interrupt or speak? Will remote participants be on mute when not speaking? Are webcams expected? Are digital devices allowed in the meeting? Will you use [ELMO](#)? Is eating food ok during the meeting? [Establish your meeting etiquettes](#) ahead of time to get everyone on the same page.
- **HAVE FEWER MEETINGS.** Working remotely is a different medium, similar to the difference between radio and television. Both broadcast information, but the content needs to be designed for each medium differently. One of the keys to making remote work is being more conscientious about how we use our time. You should evaluate whether you really need a meeting or if the conversation can be done asynchronously. For example: For status update meetings, perhaps post using an app instead? For presentations, consider recording a video and sending it for participants to watch before the meeting starts. Instead of brainstorming together on a call, consider posting ideas to an online whiteboard before the call to give everyone a chance to think on their own time. Using a combination of communication types can also help give everyone a chance to speak up in a different way.



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- **TRY AN ICEBREAKER QUESTION.** [Icebreaker questions](#) have two functions. 1) Science shows that if you get everyone to speak at the beginning of the meeting, they are more likely to speak up during the meeting. And 2) Icebreakers are a great way to get to know each other and create some psychological safety.
- **USE A BUDDY.** You can help remote participants be more present in the room by giving them a voice within the room. Having an in-person “buddy” can help remote participants interject themselves into conversations.
- **HAVE A BACKCHANNEL.** Most video conferencing tools come with some sort of chat functionality. Meeting participants can use the chat to post clarifying information, or just as a forum for questions.
- **FAVOUR THE REMOTE SPEAKER.** When two people start speaking at once during a hybrid meeting and one of them is remote and the other one is in the office, favor the remote speaker because they have less context and less presence in the room.
- **TAKE BREAKS.** If your meetings are longer than forty-five minutes, consider taking a break. Especially for the remote participants. Staring at a screen for prolonged periods of time can cause virtual fatigue. A short 5-minute break will help everyone (in the flesh and remote) come back refreshed and ready to engage.



## TIPS FOR ENGAGING HYBRID MEETINGS

- **ASK YOURSELF...** “Am I fully part of this meeting?” This question is the ‘hybrid meeting litmus test’. Ideally, you feel fully part of the meeting: engaged and present. If you don’t feel fully part of the meeting, ask yourself “What do I need to do/ask for to feel more fully part of this meeting?”.



## TOOLS AND EQUIPMENT THAT MIGHT HELP:

- [Jabra speakerphones](#). Speakerphones that make conference calls easy, and collaboration simple.
- [Logitech](#). High-quality, reliable, equipment.
- [Meeting Owl](#). Intelligent 360-degree all-in-one video conferencing device.
- [MURAL & Miro](#). Virtual whiteboards that have awesome meeting capabilities (brainstorming, canvassing, etc).
- [Nureva](#). Virtual whiteboard on steroids (and they also have an audio product that is amazing).
- [Beam](#). With the Beam you can call in (just like with Skype) and drive yourself around using the arrow keys on your keyboard. (See my interview with marketing director [Erin Rapacki](#)). This is useful when you have only 1 or 2 remote participants.
- [X20 One Room](#). Immersive meeting and learning environments.
- [Google's Project Starline](#). Still in early stages, this is a technology project that combines advances in hardware and software to enable friends, families and coworkers to feel together, even when they're cities (or countries) apart.
- [Zoom](#). Zoom is starting to offer for hybrid solutions.
- **More tool recommendations on our webpage:**  
<https://www.collaborationsuperpowers.com/tools/>