

Important points and tips for hybrid conferencing

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1. *Hybrid or not?* Many meetings are suitable to be held in hybrid or fully online form. For meetings on sensitive topics or for a creative brainstorm you could consider inviting everyone to campus (or another location).
2. *Setup and form.* If you opt for a hybrid meeting, you do not necessarily need a large conference room with extra screens. In the QRC you can read more about different types of meetings, setup options and tips.
3. *Suitable workspace.* You should not hold video conferences or long telephone calls in a workspace that you share with colleagues. Choose a meeting room or workspace that is suitable for your meeting, such as a phone booth, a room or a conference area, so that your colleagues are not disturbed by your discussions.
4. *Agreements.* Make agreements with the participants in your hybrid conference. Regarding microphone on/off, for instance, camera on/off, asking questions via the chat or via the option 'raise hand' in Teams or Zoom, and so on.
5. *Involvement.* If all the participants can be seen and heard, the level of involvement in the meeting is enhanced. For example, participants on the campus also take part online on their own laptop. You can adjust the sound and picture via a central microphone and/or camera so that everyone can be seen and heard properly. The more people who take part via a single screen and microphone on the campus, the less the involvement and interactivity.
6. *Participants.* With online and hybrid conferencing it is always worthwhile considering who needs to take part in the meeting. And if you are invited, is it necessary for you to participate? On a non-rostered day you can easily 'join in something online', but is it really necessary? Keep an eye on the boundaries between work and private life of yourself and of your colleagues.
7. *Is the meeting necessary?* Working together online provides another way of achieving the purpose of your meeting, via asynchronous collaboration for example. Look up 'asynchronous collaboration' online for inspiring examples.

Practical tips for online and hybrid conferencing

1. Plan meetings that are not too long, and don't forget breaks between meetings. For instance, stick to a standard time of 25 minutes for a one-on-one and 45 minutes for a meeting with several participants.
2. Make arrangements for breaks during longer meetings: 10 minutes after one hour of meeting time, for example.
3. If you are chairing the conference, involve everyone in it, possibly by asking targeted

questions.

4. It is difficult to chair a conference and at the same time switch between presentations or other documents. In such a case, ask a colleague to do the 'technical stuff'.
5. As at a face-to-face meeting, take time for small talk or for getting to know people. This enhances the connection and involvement.
6. Make use of online collaboration tools such as a whiteboard or Miro board.
7. Ensure that your name (in full) can be seen at the bottom of the screen and ask the participants to do the same. This is handy for new colleagues and participants that do not know one another well.
8. If a colleague cannot be seen or heard clearly, this should be pointed out. It is essential for a good meeting that you can see and hear everyone properly.