

FIVE TIPS FOR SUCCESSFUL NONPROFIT HYBRID MEETINGS (WITH A BONUS TIP!)



As we come out of the pandemic, many people won't need to return to work sites, at least not on a full-time basis anytime soon. So, for the foreseeable future, the new normal may include hybrid meetings – with people in the office and people in remote locations.

Hybrid meetings may actually allow for greater participation as people, no matter where they are, will be able to participate (for example, if an employee needs to stay home and take care of a sick child, or needs to quarantine, they can still attend that staff meeting!).

Hybrid meetings also can allow for greater diversity of employees and board members – you can recruit from outside of your geographic work area.

As you begin to prepare for hybrid meetings, here are five tips (and one bonus tip) to getting off on the right foot:

1. **Assign someone to handle the logistical issues.** Be responsible for those who are attending virtually – you can't facilitate the meeting and manage those online.
2. **Invest in the technology.** It won't cost a lot, but you will need a screen and camera to see your virtual participants, as well as good microphones and speakers for sound, and of course strong Wi-Fi.
3. **Get the kinks out before meeting.** The meeting is not a dress rehearsal. Know that the technology works before you start!
4. **Plan your agenda with adequate breaks.** Your meeting should be no more than 90-minutes to two hours. Longer than two hours should be exception not the rule!
5. **Follow up with the people who are virtual.** Continuously look for ways to improve how you can make the experience better and more inclusive.
6. **Bonus tip:** If you want to be fancy – consider sending the same lunch or dinner to the virtual participants ahead of time. It will help strengthen that feeling of cohesion. And any printed materials you feel are important – send those too with a pen or pad as that will really make people feel included!

Contact Us!

We'd love to hear from you and know how we can be of assistance, or how your hybrid meetings are going!



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