

# Hybrid Work Norm Guidelines

Summer 2022

## SETTING UP MEETINGS: HYBRID MEETINGS

**Guiding principle:** To be as organized, engaged, and inclusive as possible for one another in meetings

### Remote-first mentality and a one-person, one-device norm

#### Before

- Send virtual option information to all participants
- Choose your space wisely because some have poorer audio control (e.g. avoid Silverstein Forum)
- Always have co-host
- Determine if there's accessibility needs or if you'd like to utilize accessibility features to enhance the meeting, and let participants know in invite
  - Ex: closed captioning, transcription, recording
- Determine if cameras should be on or off depending on the agenda, and share expectations in invite
  - If applicable, establish understanding of when cameras can be off temporarily (eating, moving, etc.)
  - May need to remind people to be generally stationary and not disruptive to others (driving, loud public spaces, etc.)
- Utilize different ways for people to "speak up" and engage
  - Ex: raising hands, chat boxes, whiteboards, polling, screen shares
- If planning breakout groups, set up smaller ones for better participation (generally 3-5), and with people in the same in-person or remote location
- For longer meetings, build in breaks every 45 minutes or so
- Make sure that the necessary tech is planned for and ready beforehand, and that there is a dedicated person to troubleshoot (not necessarily from IT)

#### During

- Remind everyone of the meeting's norms and hybrid setup (in a slide or verbally)
  - Everyone (in-person and remote) to log into their own video conferencing so that audio is better managed and everyone is spotlighted equally
  - In-person people to look into own camera when speaking
  - Have a "mute when not talking" guideline
  - Remind people that sending private messages to the presenter(s) may not be private
- If doing an activity that needs everyone to speak, have someone keep track of who shared so no one is left out
- Have someone monitor the chat and raised hands to help voice questions or concerns

#### After

- Rearrange space back to its original setup
- Send out recap, chat script, transcript, and/or recording, if applicable

For more tip-sheets and information on the following Hybrid Work Norm Guidelines, go to [GSE HR's Learning & Development webpage](#):

- Overview
- Knowledge-Sharing
- Communicating Schedules
- Setting up Meetings
- Quiz: What Type of Meeting Makes Sense for You?
- Online Meetings
- In-Person Meetings
- Hybrid Meetings