

# Hybrid Work Norm Guidelines

Summer 2022

## SETTING UP MEETINGS: IN-PERSON MEETINGS

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

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### Before

- Make sure you've reserved space well in advance and prep for what materials, setups, and IT support you need
  - For tech needs, have a dedicated person to set up and troubleshoot (not necessarily from IT)
- For larger meetings, have everyone use mics to speak
- For longer meetings, build in breaks every 45-60 minutes or so
- If planning breakout groups, set up smaller ones for better participation (generally 3-5)
- It's not recommended to switch meetings to hybrid after establishing meeting as in-person
  - If someone asks to join a scheduled in-person meeting as a virtual participant, you can decide if it makes sense to say no or change it to a fully online meeting

### During

- Remind everyone of the meeting's norms (in a slide or verbally)

### 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