**Faculty of Medicine and Health Sciences User and Carer Liaison Group**

**Checklist *for* good hybrid meetings**

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| **Preparing for hybrid meetings** | **Check** |
| 1 | Give everyone invited to the meeting as much notice as possible that it will be a hybrid meeting so they can prepare for it |  |
| 2 | Ensure attendees know how to use online technology and provide training and support where needed |  |
| 3 | Hold a pre-meeting with public contributors so they know what to expect in the meeting |  |
| 4 | Set the meeting room up so physically present and online attendees can contribute equally: e.g., a horseshoe table configuration around a large screen |  |
| 5 | Test the audio-visual set-up before starting the meeting - check that the sound quality is good enough so attendees can hear each other |  |
| 6 | Ensure that all attendees can see the meeting papers and all materials used in the meeting |  |
| **Chairing hybrid meetings** |  |
| 1 | Recognise that giving online and physically present attendees equal opportunity to contribute is the chair’s responsibility and requires continual effort throughout the meeting |  |
| 2 | Establish hybrid meeting etiquette at the start and keep to it throughout |  |
| 3 | Obtain consent from attendees before starting to record the meeting |  |
| 4 | Have a facilitator to assist online attendees |  |
| 5 | Maintain eye contact with all attendees |  |
| 6 | Encourage online attendees to turn their camera on, but acknowledge that not everyone will want to |  |
| 7 | Adopt an ‘online first’ approach, e.g., invite online attendees to respond first |  |
| 8 | Welcome comments or questions made using the chat function |  |
| 9 | Allow regular breaks |  |
| 10 | Summarise agreed decisions |  |
| **Hybrid meeting etiquette – the ‘4AM’ code** |  |
| 1 | Agree a way for attendees to show that they want to speak (e.g., by raising their hand) |  |
| 2 | Adopt an ‘online first’ approach, e.g., invite online attendees to respond first |  |
| 3 | Allow people to finish what they are saying to avoid people talking over each other |  |
| 4 | Avoid side conversations (especially among physically present attendees) |  |
| 5 | Mute microphones when not speaking |  |
| **Debriefing after hybrid meetings** |  |
| 1 | Hold a debriefing meeting with public contributors |  |
| 2 | Share thoughts about what went well and what could be improved |  |