Hybrid meeting etiquette - top tips

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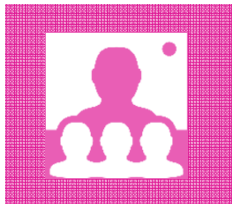
Ask yourself if a meeting is the most appropriate form of communication to achieve your goals (e.g. phone call, Teams chat/channel)



Check the technology is working for all attendees

Consider the most appropriate meeting format (does it need to be remote, in person or hybrid?)

Agree the outcomes of the meeting

Give people time to 'arrive' at your meeting and factor in breaks if required

Clarify how questions/comments will be answered at the start of the meeting

Maximise use of the technology we have available (search the digital academy on LAB for support)

Decide how people will contribute during the meeting and ensure everyone has a voice throughout

Share the agenda beforehand do people need to bring their laptop/iPhone?

Avoid continuing the meeting once people have left, do not start 'side' conversations before everyone has arrived