

## Recommendations for hybrid sprints

Conducting a successful sprint with both in-person and remote participants requires additional preparation and attention. Not all sprints need to be hybrid, the most important consideration is that if remote participants choose to follow a sprint advertised as hybrid, they find that they can stay engaged and contribute to the planned activities.

If your sprint expects more than ~5 people in-person as well as remote participants, we provide the following recommendations to help you conduct a successful hybrid sprint:

- **Try to book a dedicated room:** To avoid cross-talks between several sprints, try to dedicate one room to your sprint. It is otherwise difficult for remote participants to identify discussions specific to your sprint. We cannot guarantee this setup for every requesting sprint, so contact us early!
- **Make sure you have dedicated A/V:** For the largest sprints, we have meeting OWLS available, for medium-size sprints we have additional microphone setups that will let remote participants easily follow in-room discussions. *Contact Sprint Coordinators early so that we can ensure you have the resources you need.*
- **During the sprint, make sure to always remain inclusive of remote participants:** Make sure remote participants can follow the discussions, and give them frequent opportunities to comment or ask questions (it's very difficult to naturally interject over zoom). Don't forget to announce to remote participants any breaks you may take and when activities will resume.
- **Identify your sprint as “hybrid enabled”:** If you are committed to conducting a hybrid sprint, you can use this tag “**Format: Hybrid**” on your GitHub sprint issue to indicate that your sprint will be accessible and in the best conditions for remote participants.