

Hybrid Meeting Checklist

Set-Up	
☐	Choose Venue: Select a venue that can comfortably accommodate in-person and virtual attendees. Ensure it has the necessary technical capabilities for streaming.
☐	Technical Equipment: Set up high-quality audio and video equipment for streaming the event online. This includes cameras, microphones, and speakers for clear communication.
☐	Internet Connection: Ensure a stable and high-speed internet connection for smooth streaming. Have backup options in case of connectivity issues.
☐	Virtual Platform: Choose a reliable virtual meeting platform for remote attendees to join seamlessly. Test the platform beforehand to ensure compatibility and ease of use.
☐	Registration: Create a registration process for both in-person and virtual attendees. Collect necessary information, and provide instructions for joining the event virtually.

During	
☐	Engagement: Encourage interaction between in-person and virtual attendees through interactive tools like chat, polls, and Q&A sessions.

☐	Moderation: Assign moderators to manage questions and discussions from both in-person and virtual participants. Ensure everyone has a chance to contribute.
☐	Technical Support: Have technical support available throughout the event to troubleshoot any issues faced by attendees, both in-person and virtual.
☐	Accessibility: Provide closed captioning and other accessibility features for virtual attendees. Ensure everyone can fully participate regardless of their location or ability.
☐	Content Delivery: Deliver presentations and content effectively to both in-person and virtual audiences. Use visuals and multimedia to enhance engagement.

After	
☐	Post-Event Survey: Send a post-event survey to gather feedback from attendees, both in-person and virtual. Use this feedback to improve future hybrid meetings.
☐	Recording Access: Provide access to recordings of the event for virtual attendees who may have missed parts of the live stream.
☐	Networking Opportunities:

	Facilitate networking opportunities for both in-person and virtual attendees post-event. Provide contact information or virtual networking platforms to connect with peers.
☐	Follow-Up Materials: Create a product with notes and key takeaways from the meeting that attendees can purchase or access. This ensures continued engagement and learning post-event.
☐	Evaluation: Evaluate the success of the hybrid meeting, considering factors such as attendance, engagement, and feedback. Use this evaluation to refine future hybrid events and improve the overall experience for all participants.