



Hybrid Meetings

Best practices for hosting and attending in-person/hybrid meetings

Meeting Hosts

Attendees

Pre-Meeting



Include a Remote Meeting Option

- Include a [Zoom](#) or [Microsoft Teams](#) link in your Outlook calendar invite.
- Attach a meeting agenda in the invite, and build in time buffers to ensure folks arriving later/departing early don't miss out.

Set Expectations

- Communicate your meeting set-up to help prepare participants. Will a [Zoom waiting room](#) be set up? Microphones/cameras [automatically turned on or off](#) when they join? Will you be [recording your Zoom](#) or [Microsoft Teams meeting](#), and how will the recording be shared?

Accessibility: Live Transcripts

- Use [Zoom's Live Transcript](#) feature, or direct participants where to access the [Microsoft Teams transcript](#). Transcription is AI-generated and not 100% accurate, but is still an accessibility best practice.

Equipment Check/Housekeeping

- Whether hosting on-campus or remotely, be prepared for anything. Generally, on-campus meeting spaces support hybrid meetings, but always bring and ensure your equipment (laptop, webcam, built-in microphone, etc.) is working properly to avoid technical issues.
- Get your desktop ready by closing unnecessary apps, and have documents needed for your meeting open and ready to go.
- Silence Teams/email notifications on your device(s) to help eliminate distractions. Use Windows [Focus Assist](#) or [System Preferences](#) for Macs.

Engage All Participants

- Acknowledge all participants. Regularly monitor chat, encourage remote attendees to use the raise hand function when they wish to speak, and create activities (such as [polls](#)) that support feedback sharing.
- On-campus meeting host/participants should determine the audio source for remote participants to hear (such as an individual's laptop, or speakers in the meeting room). Once selected, have on-campus meeting participants turn off their speakers to reduce audio feedback.
- Wearing a mask during a meeting? Remember to speak clearly, louder, slower, and with more inflection to help others hear you.
- Consider creating [shared collaborative documents](#) (Word, Excel, PowerPoint) and share the link(s) in chat during your meeting so collaborative notes can be taken by all participants.

Follow-Up

- Share the following with all participants (plus any who missed it):
 - Link(s) to any collaborative document(s) the group worked on.
 - Link to the meeting recording (if recorded). First ensure all attendees gave consent to share the recording with anyone outside the meeting or team group.
- Gather feedback/QA. Ask attendees to email/message you via Teams chat what worked/didn't work to ensure everyone's needs are being met.

Ensure you can attend remotely

- If a Zoom/Teams link isn't included in a calendar invite, let the meeting organizer know to update/re-send the meeting invite.
- Whether attending in-person or remotely, communicate conflicts or late arrivals/early departures with the meeting host in advance to minimize disruption.

Equipment Check/Housekeeping

- Whether attending on-campus or remotely, always bring and ensure your equipment (laptop, webcam, built-in microphone, etc.) is working properly so you can participate free of technical issues.
- If you are planning or anticipate being asked to share your screen, get your desktop ready by closing unnecessary apps, and have documents, websites, etc. open and ready to go.
- Silence Teams/email notification sounds on your device(s), and try to eliminate distractions during a meeting. Use Windows [Focus Assist](#) or manage [System Preferences](#) for Macs.

Meeting Etiquette

- Attending on campus? Please mute your microphone when not speaking.
- Remote attendee? Wearing a headset or headphones helps others to hear you, and blocks out background noises.
- Be seen! It's tempting to stay off camera, but turn on/leave your web cam on. Privacy concerns? Use a [virtual background](#) such as these [Sac State-branded options](#).
- Actively participate - using chat and raising your hand enhance the hybrid meeting experience!

Follow-Up

- Unless consent by all meeting attendees is received, do not share a meeting recording link with anyone outside of the meeting or team group.
- Provide feedback. Email or send a message via Teams chat letting the host know what worked/didn't work during the meeting.

Post-Meeting



During a Meeting

