

Conducting an inclusive **hybrid meeting**

“Hybrid meetings must ensure all participants have equal access, visibility, and voice, regardless of location.”



Introduction

Hybrid meetings include both on-site and remote participants. To be effective, they require adapted technology such as a wide-angle camera, a powerful microphone and speakers. They also need to be inclusive and ensure all participants have **equal access, visibility and voice, regardless of location.**

This factsheet presents some practices to foster inclusion in hybrid meetings.

Inclusive meeting planning

Before the meeting

Make sure to choose meeting times that **accommodate diverse working hours and send the agenda and relevant documents in advance** so that everyone can prepare. There are different useful roles to distribute in each meeting: **a timekeeper**, who will ensure that the meeting stays on time, **a note-taker** to report on important decisions and **a facilitator** to make sure everyone participates equally. Rotate the roles for each meeting!

During the meeting

Do you know about “**remote-first**” practices? As stated in the name, they focus on remote participants first to ensure that the meeting is not dominated (even unconsciously) by in-room participants. This includes **letting remote attendees speak first** in discussion and using digital tools such as digital whiteboards, so everyone participates equally. **Pay attention to the chat** to avoid missing out on written contributions and **enable live captioning** so that participants who may need it can benefit.

After the meeting

Thanks to the note-taker, **minutes should be readily available** and everyone should **know what they have to do** before the next meeting. The biggest risk of exclusion of remote employees is probably the “hallway decisions”: these decisions are taken informally after the meeting, while walking out of the meeting room for example. They may feel more organic but exclude remote workers as a result, so teams should try and avoid them.

Inclusive hybrid meeting planning

Use this template as a checklist to organise inclusive hybrid meetings and foster a sense of belonging for all employees, whether participants remotely or in-person. You can report the following information in an Excel spreadsheet.



Meeting details

- Meeting title
- Date and time
- Facilitator/Note-Taker/Timekeeper



Welcome and check-In

- Acknowledge all attendees (remote and in-person)
- Quick round of introductions or check-in question
- Review agenda and roles



Main agenda items

- The agenda should always be agreed upon and sent in advance. It should outline topics and speakers and can also be used to write down the minutes during the meeting.

Here is an example:

Team meeting			
Topic	Who	Duration	Information/Comments/ Minutes
		00:10:00	
		00:05:00	
		00:10:00	
		00:10:00	
		00:05:00	

**For each topic**

- Invite input from all, especially quieter voices
- Encourage use of chat or reactions
- Summarise assigned tasks
- Make sure to stay on time

**Feedback and wrap-up**

- Use this time (2 minutes) to ask a check-out question ("What insight do you leave with", "What are you doing next?" ...) or ask for feedback on the meeting or one of the topics

**Accessibility & inclusion checklist**

- Agenda is shared in advance
- Remote participants have equal access to materials
- Captions are enabled
- Rotation of roles
- Time zones are considered
- Camera-optional environment is respected
- Everyone contributes equally and all voices are heard