Best Practices for Hybrid Meetings via Zoom

With the recent implementation of Zoom, here are a few best practices to aid in creating a smooth, enjoyable hybrid (in-person/remote) meeting experience for remote and in-person attendees.

For chairs:

- Ask remote participants to identify themselves at the beginning of the meeting, especially if they will not be using video for all or part of the meeting.
- Be cognizant of remote participants: allow time for remote participants to speak up if they have questions or comments; periodically ask specifically whether any remote participants have questions/comments.

For in-person attendees:

- Please speak up/speak into the mic so that remote participants are able to hear.

For remote attendees:

- Familiarize yourself with Zoom.
- Test your technology before the meeting and resolve any technical issues. Utilize 1-HELP for assistance if necessary.
- Find a quiet space to participate.
- Turn on your video whenever possible.
- If not utilizing video, identify yourself when speaking so that people know who is speaking.
- In order to prevent transmitting background noise and feedback, mute yourself when you are not speaking.
- Speak up or gesture to get attention if you have something to say.

For presenters:

- If you have a presentation or anything you want to share on screen at the meeting, review share screen directions prior to the meeting.

*Adapted from the University of Minnesota Senate Office.*