

Hybrid Meeting Best Practices

Dear [Recipient's Name],

As we prepare for our upcoming hybrid meeting on [Date], we would like to share some best practices to ensure a productive and engaging experience for all participants, both in-person and virtual.

Before the Meeting

- Send out the agenda and materials in advance.
- Test technology to avoid connectivity issues.
- Communicate expectations for participation to all attendees.

During the Meeting

- Encourage virtual attendees to use video for better engagement.
- Designate a moderator to facilitate discussions and manage Q&A.
- Utilize tools like polls and breakout rooms for interaction.

After the Meeting

- Gather feedback from participants on the meeting experience.
- Share meeting notes and action items promptly.
- Plan follow-up sessions as needed to maintain momentum.

Thank you for your commitment to making our hybrid meetings successful. We look forward to seeing everyone soon!

Sincerely,

[Your Name]

[Your Position]

[Your Association]