

Hybrid Meeting Procedures

Date: [Insert Date]

To: [Insert Recipient Name]

Subject: Procedures for Upcoming Hybrid Meeting

Dear [Recipient Name],

We are excited to announce that our upcoming meeting will be conducted in a hybrid format, allowing for both in-person and virtual participation. Below are the guidelines and procedures to ensure a smooth experience for all attendees:

Meeting Details

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Physical Location]

Virtual Link: [Insert Virtual Meeting Link]

In-Person Attendance

1. Please RSVP by [Insert RSVP Deadline].
2. Ensure you adhere to any local health guidelines, including mask-wearing and social distancing.
3. Arrive at least 15 minutes early for check-in.

Virtual Attendance

1. Please ensure you have a stable internet connection.
2. Join the meeting using the provided link at least 10 minutes before the start time.
3. Mute your microphone when not speaking to minimize background noise.

During the Meeting

1. Follow the agenda, and raise your hand or use the chat feature to ask questions.
2. Respectfully acknowledge both in-person and virtual participants during discussions.

We look forward to your participation and collaboration during this hybrid meeting.

Best regards,

[Your Name]

[Your Title]

[Your Association]