

Association Name

Date: [Insert Date]

To: [Recipient Name]

Subject: Hybrid Meeting Protocol

Dear [Recipient Name],

We are pleased to announce that the upcoming meeting of [Association Name] will be conducted in a hybrid format, allowing both in-person and virtual participation. Please find below the protocols and guidelines for this meeting:

Meeting Details

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Physical Location]
- Virtual Platform: [Insert Platform Name & Link]

Protocols

1. All participants are required to register in advance.
2. In-person attendees must follow safety guidelines, including mask-wearing and social distancing.
3. Virtual attendees should ensure a stable internet connection and test their audio/video settings prior to the meeting.
4. Active participation is encouraged; please remain on mute when not speaking.
5. Questions can be submitted via the chat for virtual participants.

We look forward to your active participation and hope to make this meeting a success for everyone involved.

Best regards,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]