

# Hybrid Meeting Roadmap

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Hybrid Meeting Roadmap for [Insert Association Name]

## Introduction

Dear [Recipient Name],

As we prepare for our upcoming hybrid meetings, this roadmap outlines the key steps and considerations to ensure a successful event.

## 1. Objectives

- Define the purpose of the meeting.
- Identify key outcomes and takeaways.

## 2. Date and Time

Proposed date and time for the hybrid meeting: [Insert Date and Time]

## 3. Technology Setup

- Select the appropriate platform (e.g., Zoom, Microsoft Teams).
- Ensure reliable internet connectivity.
- Test audio and video equipment ahead of time.

## 4. Participation Guidelines

- Define roles for in-person and virtual attendees.
- Establish etiquette for virtual engagement.

## 5. Agenda

Attach a draft agenda for the meeting.

## 6. Follow-Up

Outline plans for post-meeting follow-up and feedback collection.

## **Conclusion**

Thank you for your attention to this roadmap. Please let me know if you have any questions or suggestions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]