

Hybrid Meeting Standards

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

We are pleased to announce the implementation of the hybrid meeting standards for our upcoming meetings. These standards aim to create an inclusive environment for all participants, whether attending in person or virtually.

Hybrid Meeting Guidelines

- All participants must register in advance, indicating their mode of attendance.
- Virtual attendees will receive a link to join the meeting via [platform name].
- In-person meetings will follow [local health guidelines].
- Technical support will be available before and during the meeting.
- All sessions will be recorded and shared with registered participants post-meeting.

We appreciate your cooperation in adhering to these standards, ensuring a productive and engaging experience for all.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Association Name]