

# Dear [Association Members],

We are excited to announce our upcoming hybrid meeting scheduled for [Date] at [Time]. To ensure a productive and engaging experience for both in-person and virtual participants, we have compiled some helpful tips:

## Preparation Before the Meeting:

- Test your technology: Ensure your camera, microphone, and internet connection are working properly.
- Familiarize yourself with the virtual platform: Log in before the meeting to navigate the features.
- Review the agenda and materials: Come prepared with questions and feedback.

## During the Meeting:

- Mute your microphone when not speaking to minimize background noise.
- Use the chat function to ask questions or share insights without interrupting.
- Engage with both in-person and virtual attendees by making eye contact and acknowledging comments.

## After the Meeting:

- Provide feedback on the hybrid format for future improvements.
- Review the meeting minutes and follow up on action items promptly.
- Stay connected with members through online platforms.

We look forward to your active participation in making this a successful hybrid meeting!

Best regards,  
[Your Name]  
[Your Position]  
[Association Name]