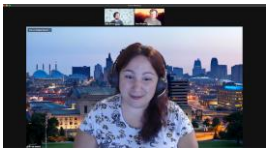
Hybrid Meeting Tips

A hybrid meeting connects in-person and online attendees at the same time. For example, a Monday 7pm meeting has in-person attendees and is also simulcasting the meeting via zoom (or some other video meeting tool).

Tips

Technical Considerations:

- Get the login information for the facility's wi-fi.
- The best experience is achieved using a laptop. The next best option is using a tablet. A smartphone can also be used.
    - Turn volume up on the computer's sound/microphone.
    - Depending upon the size of the room and in-person attendees, determine whether the laptop should be muted or not.
- Assign one person to turn the in-room computer/camera toward the person speaking in the room.
- If using a microphone, ask speakers to come to the microphone to share.
- If remote speakers are available, use them to enable better hearing for the in-person attendees.
- Use the "speaker view" on zoom so that in-person attendees can see the zoomer who speaks.
    - Speaker view = 
- Involve both zoomers and in-person attendees by asking people from both to do readings.
    - Zoomers can go to the WSO website and have direct access to the online *Service Manual* which allows them to read.
    - Or ask zoomers to read the Welcome, Preamble, Steps, Traditions and Closing which are contained in the book *How Al-Anon Works.*
- Assign a zoom meeting co-host to share flyers and/or place the announcement information in zoom chat.
    - Share 7th Tradition info via zoom chat for online attendees.

Group Considerations:

- Discuss with your group how to handle signing up to lead/chair a meeting.
    - Share a calendar/sign up sheet. Sample sign up sheet = 

Date	Chairperson
12/2	Diane D.
12/9	Olivia
12/16	Abby
12/23	Beth
12/30	Tammy
1/6	Tom D.
1/13	Gwen
1/20	Diane
1/27	Janet

- Arrange for someone to give monies collected from in-person attendees to the group Treasurer.
- If zoomers are hesitant to share, invite them to participate.