

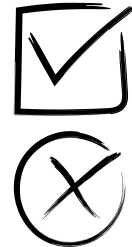
# How to create a positive hybrid meeting experience

Provide a meeting  
Chair or coordinator



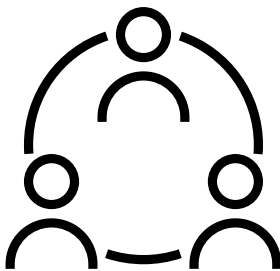
to help facilitate conversations to minimise the potential for overtalking and to ensure informal exchanges and social cues can be seen by all.

Provide guidance on meeting  
etiquette and expectations



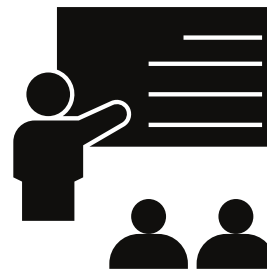
E.g. speaking at a suitable volume, ensuring those joining remotely have cameras turned on, and muting when others are speaking.

Be inclusive



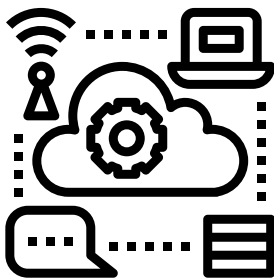
E.g. ensure in-room attendees are not having their own conversations in the background, and react to non-verbal cues.

Provide training



to all staff to help ensure they know how to use the hybrid meeting facilities and how to troubleshoot for technical issues.

Upgrade technology and  
infrastructure



Make use of collaborative tools and invest in upgrades where necessary.

Read the report "[Where is Your Office Today? A research-led guide to effective hybrid working](#)" for further information and advice.

You can also listen to our podcast episode "[How To Make Hybrid Meetings Effective](#)".

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