

Tips for success. Hybrid meetings and video conferencing

BE 100% PRESENT

If you're required, you're required to be 100% present. Don't multi-task on webinars or in meetings or calls



CLOSE EMAIL

Don't read and reply to emails. You'll be distracted



TYPE QUESTIONS

Avoid interrupting people. Stay on mute and type questions in the chat panel to be answered later.



GIVE FEEDBACK

Avoid interrupting people. Stay on mute and type questions in the chat panel to be answered later. Use the 'hands up' function



PHONE AWAY

Move it out of reach so you can't get distracted while you're on the call



CAMERAS ON

Seeing people's faces allows others to stay connected and get visual cues that help with communication.

Even if only one person is joining the meeting remotely, everyone should have their cameras and headphones on to avoid removing context



MUTE

If there are three or fewer people on the call, don't mute yourself. Let the people hear your thoughts!

However, in any meeting with 5+ people, all participants should mute. Except the speaker. Obviously!



SUGGEST IT

Leaders don't have all the answers; really, they don't. If you have a suggestion, table it



ENGAGE

Take part. Get involved. Even if you're usually quiet in meetings, lengthy pauses are awkward in online meetings and need everyone to be involved to be engaging.



As a team, agree to adopt these habits. Your hybrid meetings and video calls will be more engaging and worthwhile