

# HYBRID MEETINGS

## ELEMENTS TO BE TAKEN INTO CONSIDERATION

WEBINAR PRESENTATION  
25+ PEOPLE

BRAIN STORMING  
4-25 PEOPLE

WORK SESSION  
2-10 PEOPLE

1:1 MEETING  
2 PEOPLE

## PLANNING THE MEETING

Choose a time that works for all time zones



Send agenda and login details in advance



Before the meetings send the download links for the documents that will be shared with the remote participants



Define the standards of the meeting i.e. use your camera, raise your hand



Allow time for informal conversations



## A FEW MINUTES BEFORE THE MEETING

Organize the meeting room (or recording studio)



Open the videoconference ten minutes before the start time



Test the audio and video before starting



Appoint someone to moderate the meeting



## DURING AND AFTER THE MEETING

Solicit volunteers to take the minutes of the meeting. This can also be done collaboratively in OneNote



Request that questions and comments be directed to specific individuals



Use the meeting chat to gather everyone's opinions on a topic without interrupting the discussion



Speak slowly and loudly, with pauses, so that remote participants can understand better



After the meeting send the download links of the documents that were shared with the remote participants





## TEAMS FEATURES TO PRIORITIZE

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### OPTIONS AVAILABLE WHILE SCHEDULING THE MEETING

Automated email reminders	✓	✗	✗	✗
Interactivity with Q&A	✓	✗	✗	✗

### DURING THE MEETING - AVAILABLE OPTIONS AND FUNCTIONS

Add real-time AI-powered translated subtitles from 40 spoken languages (beta feature)	✓	✗	✗	✗
Automatically record and transcribe a meeting	✓	✓	✓	✗
Attendee reporting	✓	✗	✗	✗
Manage breakout rooms	✓	✓	✗	✗
Take notes with OneNote	✓	✓	✓	✗
Chat	✓	✓	✓	✓

### MICROSOFT 365 - APPS AND ADD-ONS

Use together Whiteboard in a Meeting	✗	✓	✗	✓
Document sharing via SharePoint	✗	✓	✓	✓
Take notes with OneNote	✓	✓	✓	✓