Guidelines to Hybrid

To some, hybrid meetings might be a new concept. Our primary concern at The Watershed Institute is making virtual and in-person audiences feel like they interact with each other as if they were in the same room. Hybrid helps expand our programming across the state and increases accessibility. It may be here to stay so the question is: how can we best engage hybrid audiences and make every audience member feel like a valued participant in programming?

The following guidelines seek to address that question. We ask our attendees and speakers of the 5th Annual Watershed Conference to consider these guidelines while engaging in hybrid sessions:

In-Person Audience & Speakers:

When asking a question or engaging speakers, speak clearly and towards wherever the audio source for the virtual audience is. For the most part, this will be a camera at the front of the room.

> * Speakers and moderators closer to the camera should aim to repeat questions or comments, especially if they are coming from more than a few feet away from the camera. *

> Whenever possible, and especially if the comment/question is going to be more than a few seconds long, people speaking should physically get up and speak in front of the cameras and microphones.

Think of the camera or computer as another person. For the most part, you likely wouldn't want to have your back to someone or speak in another direction when greeting someone in-person. Engage and acknowledge the virtual participants directly.

Virtual Audience & Speakers:

Remember that the in-person audience may be spread out in a room. If you haven't said your name in a while, be sure to re-introduce yourself when you start speaking or asking a question. Your name in Zoom might be too small for some of the in-person attendees to see.

For the most part, you will be able to see the room and the room will be able to see you (if your camera is on). For those speaking or asking a question, your camera may be pinned so the in-person audience can see you speaking better.