

# Meeting Preparation Checklist: Hybrid In-Person and Online Meetings

Ensure successful meetings with a **meeting preparation checklist** designed specifically for hybrid in-person and online setups. This checklist helps coordinate technology, venue arrangements, and participant communication for seamless collaboration. Proper preparation guarantees efficient and engaging meetings regardless of attendees' locations.

## 1. Pre-Meeting Arrangements

- Define meeting objectives and circulate the agenda in advance.
- Confirm the meeting time, date, and duration. Consider participants' time zones.
- Identify all attendees (in-person & online) and verify their email/contact information.
- Send calendar invites with all relevant meeting links and location details.
- Assign a facilitator/moderator for efficient hybrid management.

## 2. Technology Setup

- Book and prepare the meeting room with adequate seating and equipment.
- Test internet connectivity and ensure backup options are available (e.g., hotspot).
- Set up and test AV equipment (microphones, speakers, camera, screen sharing).
- Ensure online meeting platform credentials (Zoom, Teams, Meet, etc.) are working.
- Test screen-sharing and recording functionality, if needed.
- Check that remote participants have access to necessary software/tools.

## 3. Participant Communication

- Share meeting protocols (e.g., muting microphones, use of chat/Q&A features).
- Circulate support contacts for tech issues during the meeting.
- Distribute important documents and reading material before the meeting.

## 4. Venue Arrangements (In-Person)

- Ensure comfortable seating, clear visibility of the screen, and good audio for all.
- Provide refreshments, if applicable.
- Display signage or directions to the meeting room.

## 5. During the Meeting

- Start with introductions and technical instructions.
- Facilitate balanced participation from both in-person and remote attendees.
- Monitor chat/Q&A for remote input and feedback.
- Record meeting (with consent) and take minutes.

## 6. Post-Meeting Actions

- Share meeting minutes, recordings, and action items with all participants.
- Follow up on assigned tasks or questions.
- Request feedback on hybrid meeting experience for future improvements.

**Tip:** Test your hybrid setup at least 30 minutes before the meeting to address any technical issues in advance.