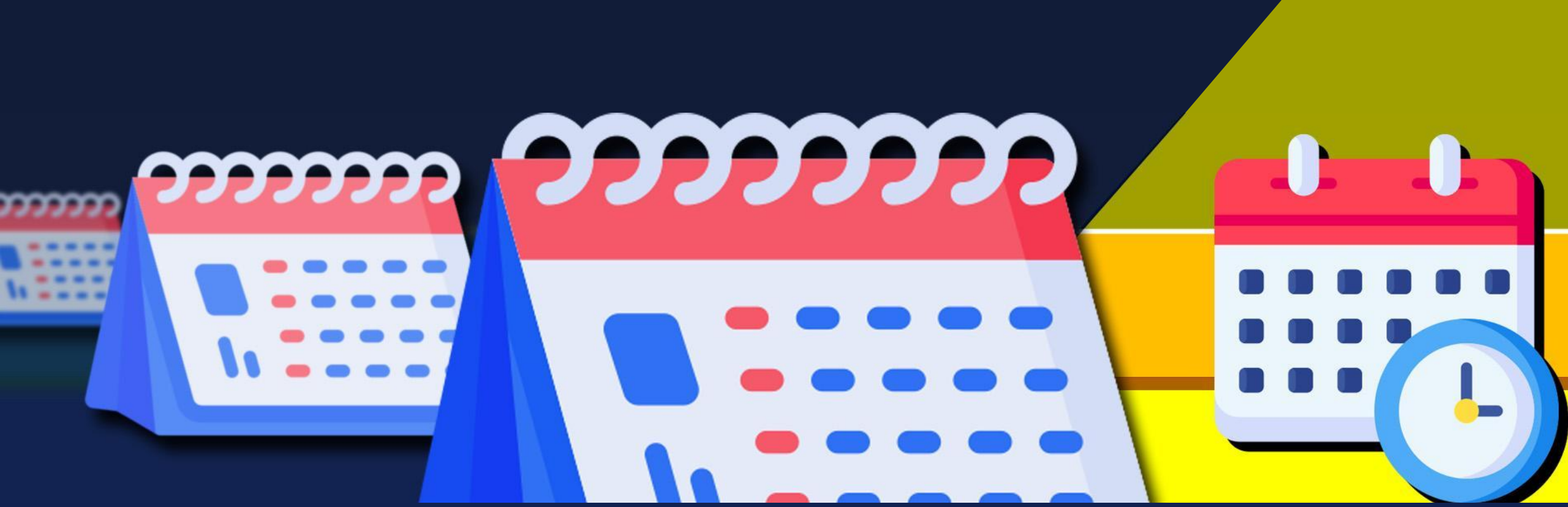

Digital Office

Making Hybrid Meetings Work

Susan Gray

Enterprise Applications Group (EAG), UCD IT Services

Today’s session

WORK SMARTER TOGETHER
sponsored by UCD Agile

- Hybrid meetings defined:
  - A Hybrid meeting is attended actually and virtually.
  - This one meeting will have two very different – but connected - experiences.

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Today’s session

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- Challenges?
  - Sight and Sound - can everyone see and hear equally?
  - How can technology overcome these challenges and contribute to an efficient and effective meeting?.

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Today’s session

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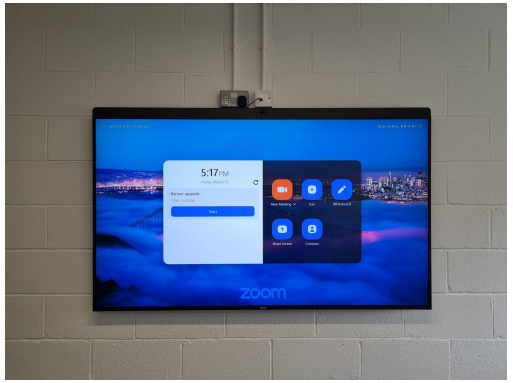
- Making Hybrid Meetings Work

Google Calendar



zoom

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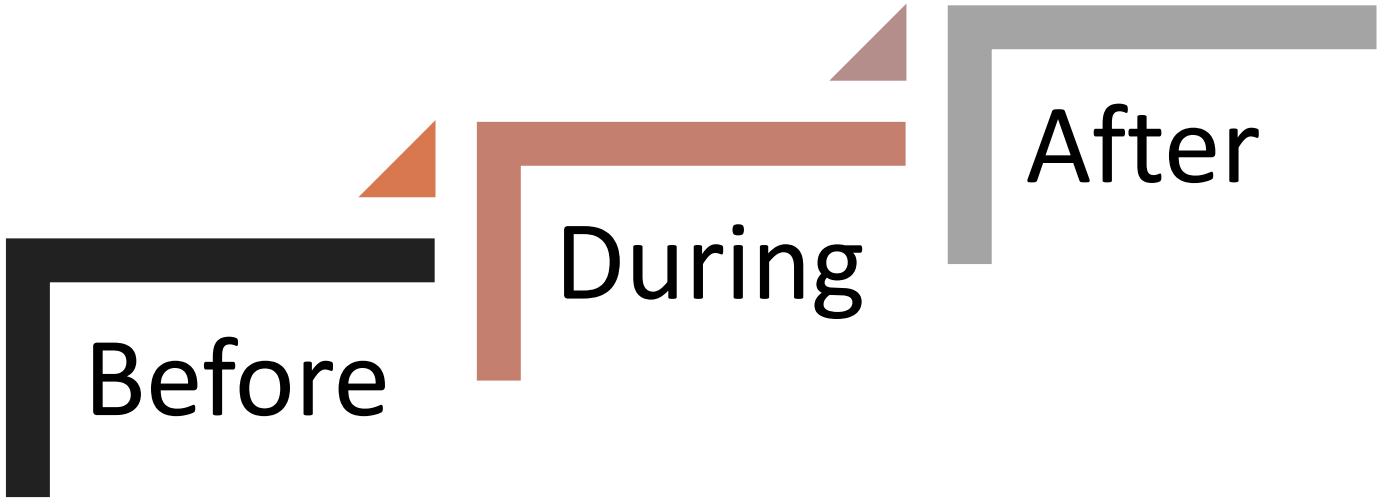

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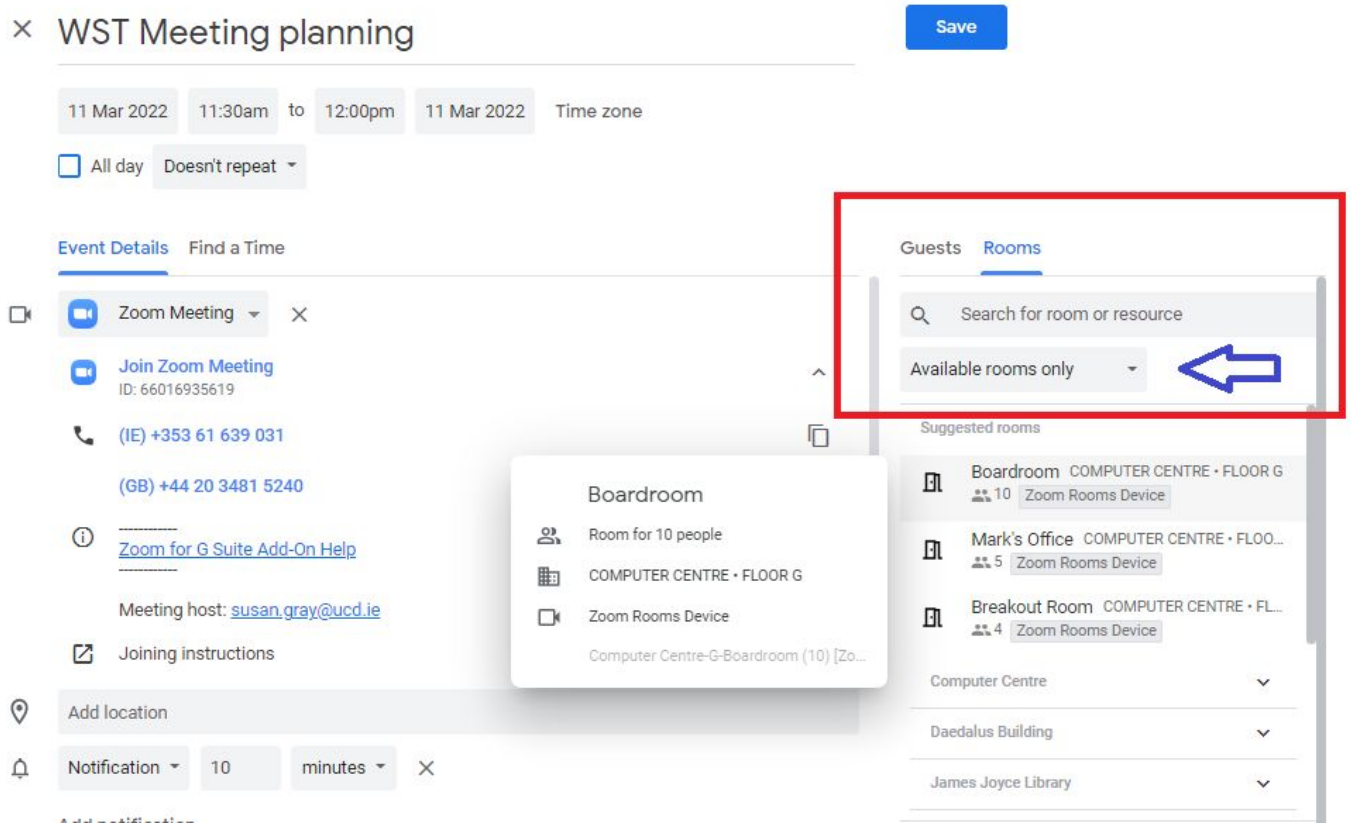
Before

Google Calendar



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Before

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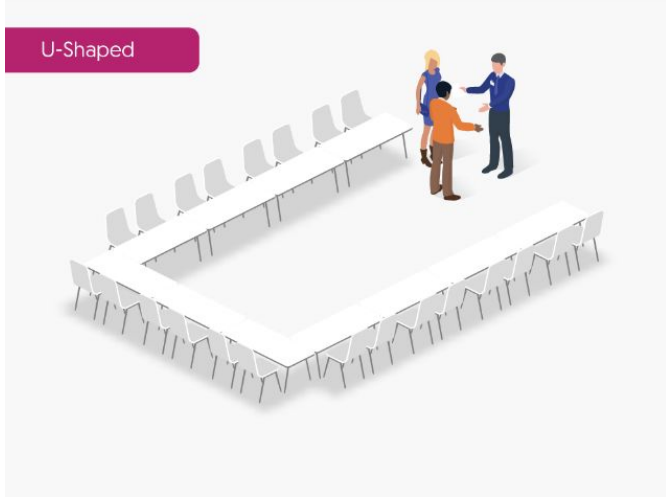
Before



- Room layout
  - Table set up (U-shaped)
  - Everyone can see and hear
  - Natural /artificial light (Avoid light behind you)
  - Camera location (put screen at eye-level for equity of view for everyone)

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Before

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During

- Sound -
  - Inside the room
    - Mute microphones and speakers on all laptops /mobile devices - if joining the meeting
  - Outside the room
    - Control the volume

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During

- Zoom Controller
  - Volume
  - Camera Control
  - Invite others

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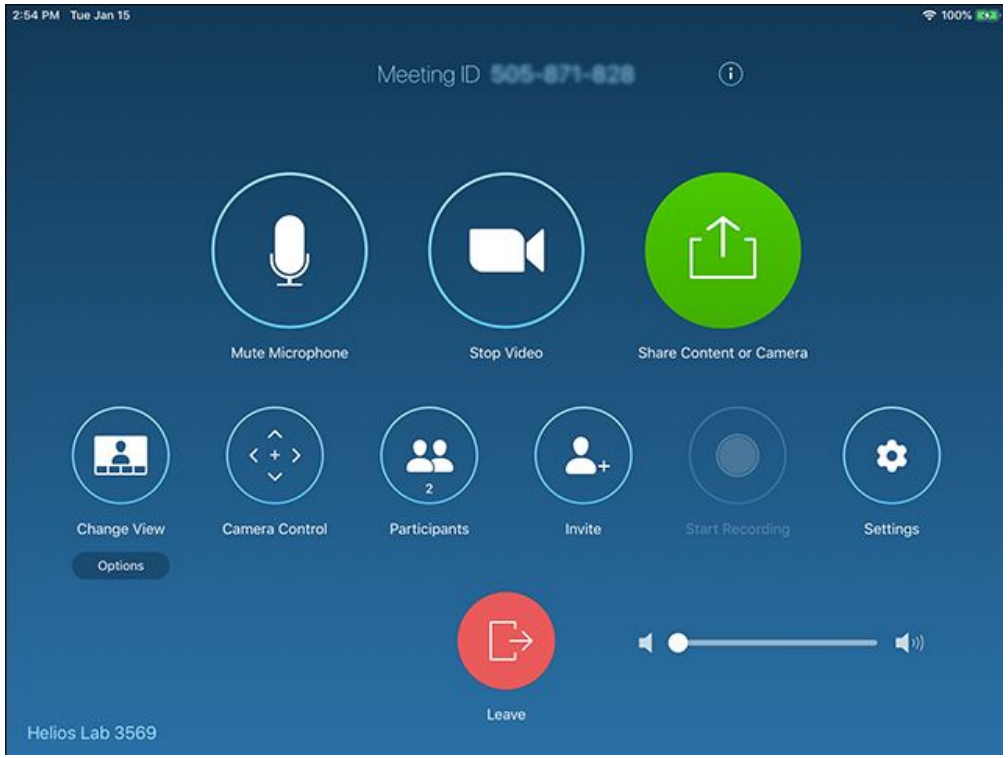
During



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During

- Sharing documents
- Whiteboards - email

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During

- Presenting - in the Room
  - Sit near the camera so you can be seen
  - Eye contact - scan the room (& the Zoom)
  - Don’t turn your back on the screen!

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During

- What doesn't work?
  - Break-out Rooms
  - Polls & Surveys
  - Emojis!

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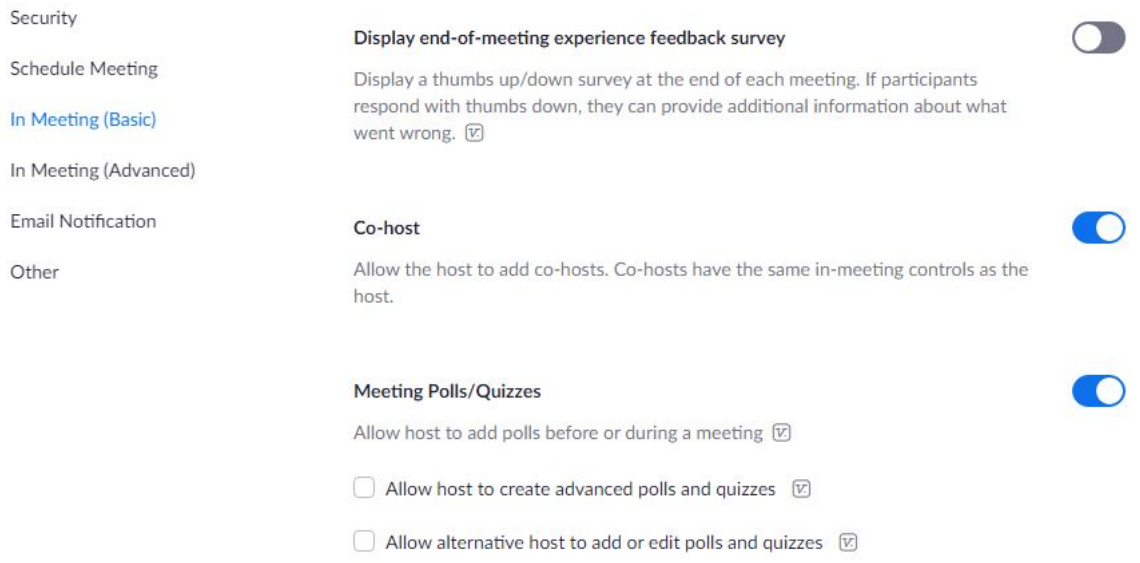
After

- Request feedback



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After

- End meeting (for all)

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Resources and support

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UCD Digital Office: www.ucd.ie/digitaloffice

UCD IT Support Hub: www.ucd.ie/ithelp

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Questions

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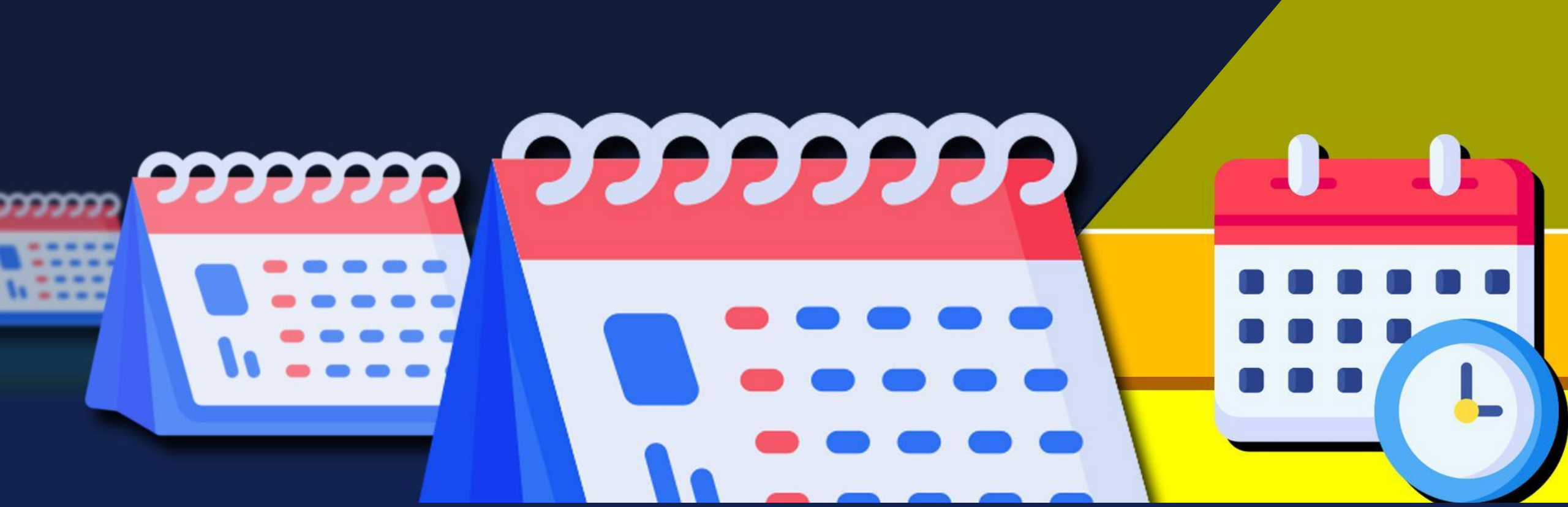

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