

Digital Office

Making Hybrid Meetings Work

Susan Gray

Enterprise Applications Group (EAG), UCD IT Services

Today's session

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



Today's session

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



Today's session

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- Making Hybrid Meetings Work



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Before



× WST Meeting planning Save

11 Mar 2022 11:30am to 12:00pm 11 Mar 2022 Time zone

☐ All day Doesn't repeat

[Event Details](#) [Find a Time](#)

Zoom Meeting ×

Join Zoom Meeting
ID: 66016935619

(IE) +353 61 639 031
(GB) +44 20 3481 5240

[Zoom for G Suite Add-On Help](#)

Meeting host: susan.gray@ucd.ie

Joining instructions

Add location

Notification 10 minutes ×

Rooms

Search for room or resource

Available rooms only

Suggested rooms

- Boardroom COMPUTER CENTRE • FLOOR G
10 Zoom Rooms Device
- Mark's Office COMPUTER CENTRE • FLOO...
5 Zoom Rooms Device
- Breakout Room COMPUTER CENTRE • FL...
4 Zoom Rooms Device

Computer Centre

Daedalus Building

James Joyce Library

Boardroom

- Room for 10 people
- COMPUTER CENTRE • FLOOR G
- Zoom Rooms Device

Computer Centre-G-Boardroom (10) [Zo...

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Before



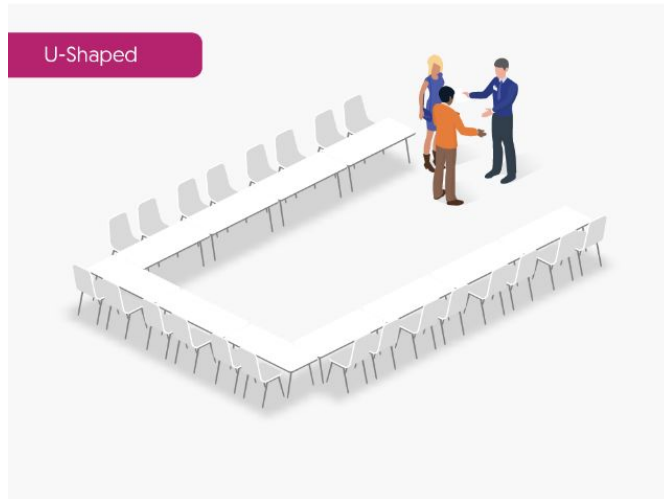
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Before



- 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)



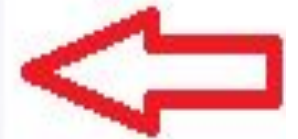
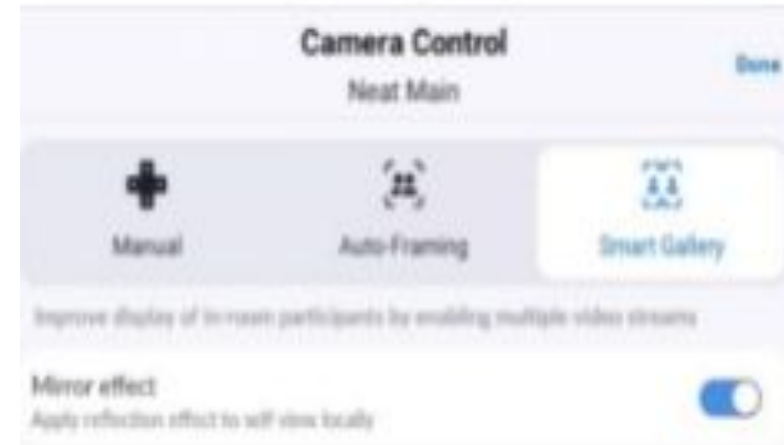
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Before



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Before



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Making Hybrid Meetings Work



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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Making Hybrid Meetings Work

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

Security

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Email Notification

Other

Display end-of-meeting experience feedback survey



Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Co-host



Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Meeting Polls/Quizzes



Allow host to add polls before or during a meeting

☐ Allow host to create advanced polls and quizzes

☐ Allow alternative host to add or edit polls and quizzes



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After

- End meeting (for all)



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Resources and support



UCD Digital Office: www.ucd.ie/digitaloffice

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



www.ucd.ie/digitaloffice

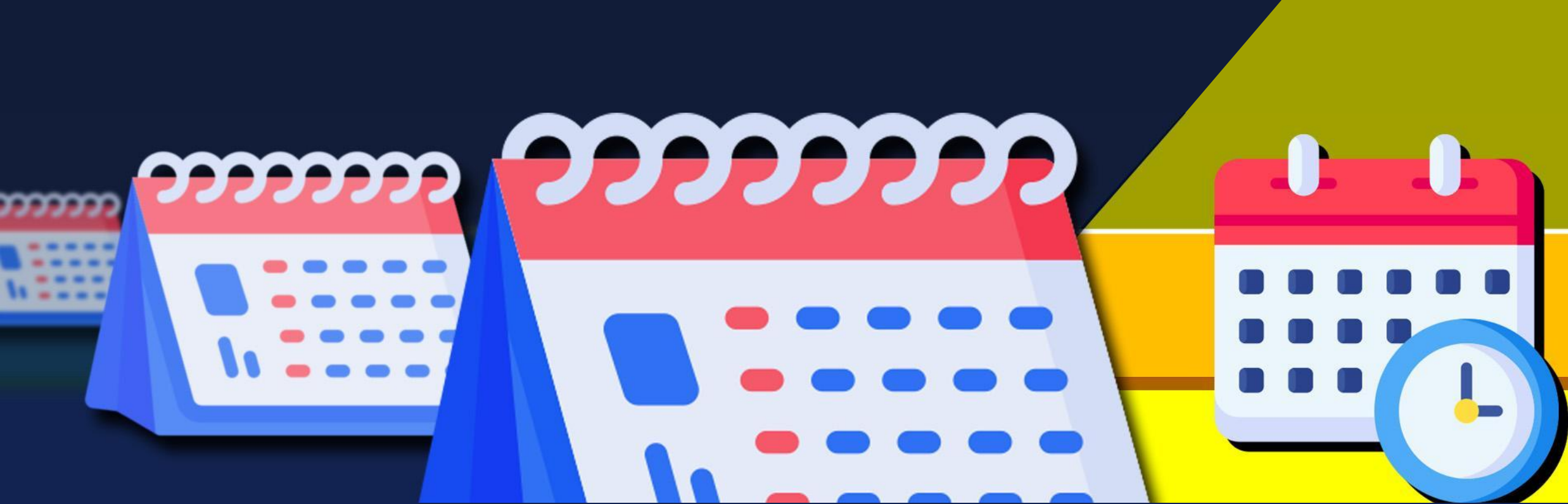
Questions

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