Opening the session

The main facilitator should briefly explain the hybrid model during the opening remarks:

- Explain the hybrid modality in use and acknowledge how we each must make an effort to make it work.
- Explain how important it is to use the microphone whenever you are speaking.
- Explain where the cameras are and how to position yourself when taking the microphone.
- Remind participants about the importance of introducing themselves when they start to speak so remote participants know who is speaking.
- Introduce the people who are connecting remotely.
  - People being introduced should be encouraged to be on camera and added to the "spotlight" by tech facilitators.
  - Just a quick greeting should be enough at this point. Depending on the available time, a more detailed introduction can take place later during a round where both remote and in-person participants introduce themselves.
  - In a large, more formal meeting, tech facilitators, documenters, captioners, interpreters and other support people who are connecting remotely should just be mentioned instead of participating in this pre-session round of introductions, to save time.

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