Running the event

These are general recommendations for running a hybrid event:

- Whenever someone is speaking, they should be speaking into a microphone. The lead facilitator and remote moderator have to regularly remind the participants of the interdependency between the two spaces.
- If there is a space for questions or comments, you must ensure that remote participants have the same opportunities to speak as the on-site participants. The remote moderator has to monitor for raised hands and make sure that anyone who asks to speak is given the opportunity to do so.
- If the size of the TV screen or projector wall allows it, invite remote participants to keep their cameras on during the session. If there are too many of them to all be visible at once, or there are connectivity issues when too many people have their cameras on, the on-site and remote facilitators need to plan and design specific activities to invite the remote participants to appear on video in small groups or individually.
- Use another camera view for the speakers or groups of speakers. Make sure this view is available to remote participants. If the size of the TV screen or the projector wall allows it, a view of the on-site room should be kept side by side with a view of the remote moderator and willing participants.
- Depending on your participants' specific needs, you need to organise the material to be shared with them in ways that make it easier and simpler for them to access. This could vary from printing, showing on screen or creating a repository for access and individual download. To prevent connection overload and a possible break of connectivity, providing materials early on will help all participants to access them in time to download and have them beforehand, maintaining their focus on the conversation instead on searching for the files.
- If speakers use presentations, explain that you need them at least one day before to share them. If your TV screen or projector wall is small, consider printing out one copy of the presentation per table. Remind the speaker to write less text on slides and use good contrasts and images. It is ideal if presentations are uploaded to the Zoom/BBB room and screened via the projector on the wall to be seen by all participants. If this is not possible, run a presentation view on-site and in parallel online. However, take into account that traditional presentations are cold means of communicating, and create detachment from people. Think of alternative ways to convey the message.
- Note taking, if relevant, can be done using an online pad which can be collaborative or private and can be shared afterwards for input and additions. This makes key information on the discussion accessible to all participants. Note takers can choose to share their notes in real time or copy and paste their notes at regular intervals to facilitate participation.
- Automatic or human-made closed captioning can ease remote participation and increase focus, making the person/s speaking in the room feel closer.
- Allow adequate time for people to relax, stretch and disconnect. Be punctual when starting back after breaks.

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