During the event: Agenda setting session and CommsLabs event

Hybrid events require careful planning to ensure all participants feel included and engaged. Emphasizing adaptation, flexibility, and community leadership fosters inclusive participation, while continuous evaluation and documentation help capture valuable insights for future improvements

Hybrid Plenary: Tech Set up and Facilitators onboarding

APC has developed Hybrid events guide 101 aimed at hosts who want to hold and facilitate hybrid convenings/events, and is based on APC's experience and learning from organising events during and after the the pandemic.

We understand hybrid event as an event that has both on-site and online participants and/or speakers, and where participation and engagement are mediated through and by technology.

Hybrid events have the advantages of allowing more people to participate (especially people with limited resources or in remote locations, those caring for others, or those unable to travel for any other reason), reducing event costs related to travel, and reduced impact on the environment.

A hybrid event has elements of both on-site events and online events by design, forcing you to rethink the space as a combination of both worlds.

One of the key learnings that we have had is that for those participants who are together in a room, it is very easy to forget that there are remote participants, as the physical space is so compelling.

Read APC's Hybrid Events Guide 101

Caribbean and CASC - Adaptation, Flexibility and Community leadership

We are at the last circle, the last round of smiles, nodding, rising of arms with hands waving appreciation and gratitude. Agreement rises and diffuse gently as a low paced tide.

The event has flown seamlessly with everyone contributing to its magic. Folks have stepped up as needed. Participants, facilitators, interpreters, volunteers, logistic and resource team everyone feel ownership and name the belonging ... Even staff at the venue share praise.

How have we arrived here? **Click here to read more**

Evaluation & Documentation

- **Pre-CommsLabs Participant Eval (gDoc live Form):** serves as baseline for pre-CommsLabs event evaluation for activist participants to share their reflections on their expectations of CommsLabs, aspects of their work, and experience of CommsLabs to date. *[Ideally administered on-site pre-event]*
- **Post-CommsLabs Participant Eval (gDoc live Form):** serves as a baseline for post-CommsLabs event evaluation for activist participants to share their reflections immediately following CommsLabs. *[Ideally administered before participants return home.]*
- **Pre-CommsLabs Trainer/Facil Eval (gDoc live Form)**: serves as baseline for pre-CommsLabs event evaluation for trainers to share their reflections on their expectations of CL, aspects of their work, and experience of CommsLabs to date. *[Ideally administered on-site, pre-event]*
- **Post-CommsLabs Trainer/Facil Eval (gDoc live Form):** serves as a baseline for post-CommsLabs event evaluation for trainers to share reflections immediately following CommsLabs. *[Ideally administered before trainers] return home.*
- **Astraea Internal Debrief:** supports the individual Astraea CommsLabs teams in ongoing reflection and revision (action learning) about the CommsLabs process as it unfolds.

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