

# In-Person, Virtual, Hybrid

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HOW WILL YOU HOLD YOUR MEETING?

# Types Of Meeting- Introduction

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It used to be that all meetings were conducted in person.

All of the participants were physically present in the same room.

Improvements in technology and pandemic requirements have changed this.

There are now several different ways to hold meetings.

These are:

- in-person
- virtually
- a hybrid of the two

# Types Of Meeting- Generally

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No matter what type of meeting you will be attending, there are several things that you should always do.

These are:

- arrive on time - no more than 5 minutes early
- read the agenda
- come prepared
- ignore your phone – ideally, switch it off

# In-Person Meetings

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This is the classic, traditional way of holding meetings.

All of the participants are physically present in the same room.

You can see them all and ask someone a question by looking at them.

Handouts can be distributed to everyone present.

However, everyone does have to physically be there.

The number of attendees is limited to the size of the meeting room.

# Virtual Meetings #1

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Due pandemic requirements, virtual meetings have become common.

For this, participants remotely access the meeting via Zoom, Teams, etc.

It is not possible to hand out anything to the participants.

The agenda has to be emailed a few days before the meeting.

Resources have to be emailed beforehand or made available online.

You will have to get used to using someone's name when asking them a question. They can't see where you're looking at.

# Virtual Meetings #2

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It is a good idea to make sure that everything works before joining the meeting, such as:

- wifi
- camera
- microphone
- software
- battery levels on any devices being used

# Hybrid Meetings

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Hybrid meetings combine in-person and virtual meetings.

Some participants are physically present in the same room.

Others access the meeting remotely.

It should be possible for the remote participants to be able to see the in-person participant.

Similarly, the in-person participants should be able to see the remote participants as well. Usually via a large screen.

You wouldn't turn up to a meeting with no trousers on, so don't do this for virtual or hybrid meetings – I have seen things ...