

Facilitating Hybrid Events: A Guide for Leaders

Facilitating Hybrid Events is a 2-hour interactive workshop that enables and encourages collaboration in mixed-audience style events. It focuses on how to engage both in-person and remote audiences at the same time so that everyone can meaningfully contribute to the conversation.

Program attendees will learn how to facilitate hybrid meetings while bridging the gap between the in-person and remote audience experience. Attendees will also learn practical tips such as using webcams, maximizing collaboration, and leading hybrid discussions. Attendees will leave this session with templates and checklists to make their next hybrid event a success.

Topics covered in this interactive; hands-on program include:

- Defining various types of hybrid meetings, and determining which one to use for your hybrid event
- Preparing technology and participants in advance to set the stage for hybrid success
- Creating a sense of shared experience despite location differences
- Determining when and how to use webcams in hybrid environments with comfort and ease
- Managing robust virtual discussions, including using effective questioning and dialogue techniques
- Preparing in advance to mitigate technical issues, and respond appropriately when they occur

Delivery Details

- is led by an expert facilitator (Cindy Huggett) along with her virtual producer who assists with the technology.
- may not be recorded, but instead requires live online participation.
- has 20 participants or less, with each person logged in individually from their own device.
- uses Cindy's virtual classroom platform (i.e Zoom, WebEx or Adobe Connect).
- includes an electronic handout and resource links for further independent study.