Hybrid Model Preparation Checklist

Public engagement expectations are changing – we've got to be ready to meet these needs.

At the start of the pandemic, we were all shell shocked, and people cut us a lot of slack as we learned how to shift to an online world. Let's take the time NOW, to up our game think about what meaningful HYBRID engagement events will require.

Ready to join us on this experiment?

Let's start using this checklist to prepare what's needed for effective hybrid engagement events.

This isn't a burden, it is an adventure!

DIALOGUE PARTNERS

LINKING YOUR EVENT TO THE BIG PICTURE PLAN WITH THOUGHTFUL DESIGN AND FLOW

- What do you want to achieve?
- What data, input, feedback do you need to gather?
- What physical, intellectual, and emotional experience do you want people to have?
- What is the best arc and flow of the event to achieve your intended results?
- What questions do you need to ask?

TECHNOLOGY AND AUDIO/VISUAL

- What kind of audio will you use so everyone can hear and speak?
- What kind of video will you use so participants can be seen? Consider using multiple screens or video feeds.
- What will be recorded? What kind of permission or consent will you need?

ROLES, WHO WILL DO WHAT, HOW WILL YOU SUPPORT?

- What roles are required? Who will best fulfill them?
  - o What do you need for online participants?
  - o What do you need for in-person participants?
- Who will best fulfill them?

CREATING CONNECTION & SHARED EXPERIENCES BETWEEN PARTICIPANTS

- What can you do to create connection between participants, so they are comfortable interacting in a hybrid model?
- How will you level the playing field by to support simultaneously participation?
- What "integration stops" or techniques will you use to keep your online and in-person participants connected and engaged?

BRINGING IT ALL TOGETHER: HOW WILL YOU ADJUST OR ADAPT YOUR FACILITATION APPROACH?

- How will you ensure ALL participants get your best attention and energy?
- Consider employing a "reader-of -the -room" who supports the lead facilitator in paying attention to the schedule, time-keeping, and dynamics.