



Hybrid IDEA Data Meetings

MORE ACCESSIBILITY CONSIDERATIONS

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This brief provides additional guidance for accessible hybrid meetings. Refer to our main guide, *Holding Accessible IDEA Data Meetings*, for general guidance.

Setting up the Hybrid Meeting

Since hybrid meetings require considerations for both virtual and in-person attendees, please refer to the guidelines for both virtual and in-person meetings, along with this guidance. Hybrid meetings are more complex, meaning additional attention is needed to ensure everyone can join and participate, regardless of how they are attending. In your planning, consider using additional microphones so virtual attendees can access in-person conversations.

During the Meeting

At the start of the meeting, establish expectations for participation and emphasize that the goal is for all attendees – whether participating virtually or in-person – to be able to fully participate and share their perspective.

Ensure In-Person Contributions are Shared

- Use a microphone dedicated to capturing conversation in the room so virtual attendees can clearly hear (or access via captions/ASL) the in-person participants.
- Have at least one extra microphone available to pass around to in-person attendees for when they speak.
- Inform participants that only **one person at a time** should speak at a time. This includes avoiding side conversations and talking over others.
- After breaks, remind attendees of the **one person at a time** expectation.



Ensure Virtual Contributions are Shared

- Assign one person to monitor the chat and read written comments or questions aloud to the in-person group.
- Pause at regular intervals to check the chat and provide virtual attendees with opportunities to contribute.
- Ensure that virtual attendees who indicate that they want to speak have an opportunity to do so before moving on.

Examples of Troubleshooting Scenarios

Scenario 1: At a hybrid meeting, in-person attendees become very engaged and begin talking over each other. This results in poor audio that virtual attendees cannot understand. Virtual attendees are unable to follow this conversation or participate.

Solutions:

- Remind attendees of the **one person at a time** expectation.
- Ask in-person attendees to speak only when they have a microphone. Explain that this helps virtual attendees follow the conversation and ensures that everyone has an opportunity to share their perspective.

Scenario 2: At a hybrid meeting, in-person discussions become very active, leaving virtual attendees with fewer opportunities to participate.

Solutions:

- At the start of the meeting and after breaks, encourage virtual attendees to ask questions, use the chat, and unmute to speak.
- Specifically invite virtual attendees to participate when asking questions.
- Build in time for virtual chat comments to be shared with the group.
- Allow dedicated time for virtual attendees to unmute and speak to the group.