

HYBRID MEETING PLANNING GUIDE



VIRTUAL ATTENDEES

ALL your attendees are equally important

The experience of virtual attendees is just as important as that of those in-person. Their ideas and contributions are valuable so make sure that they are incorporated seamlessly throughout the day. Have one of your team members act as co-facilitator to handle the chat function, breakout rooms and handouts. Or have us handle that for you.



WHAT ABOUT MEALS?

Think of your food for thought

Arrange yummy lunches for your virtual attendees and have them delivered to their homes. Encourage them to take snack breaks too!



SET UP

Camera position is important!

Who and what your virtual attendees see is a critical part of your meeting's purpose. So think about where you want cameras. Have you all gathered to simply watch a speaker or do you want all of the attendees to see each other?

Don't forget you want your speaker to see everyone as well! It's all key to a perfect hybrid experience.



WHY ARE YOU MEETING?

Know the purpose behind your gathering

Catalyst Ranch is the perfect environment for any meeting. But it is important to make sure you have a set purpose behind yours. Know why you're doing it and what you want to get out of it. Team building? Coming up with a new product? Make sure you're intentional in getting there and stay on target!



CREATIVE EXPERIENCE BOXES

Give your virtual attendees some creative props

By sending your virtual attendees a Creative Experience Box, you bring the feel and inspiration of Catalyst Ranch to their home. This helps to expand their thinking, aids in idea generation and makes them feel equally included in the meeting.



BUILD TIME IN FOR ENERGIZERS!

Break the ice and have some fun

You won't bring out enthusiasm and new ideas just sitting at a table all day. Plan some energizers that are done in parallel but separately for the in-person and virtual attendees. And have some activities that include the total group. We have plenty of ideas for energizers, just ask!



END YOUR MEETING ON TIME AND WITH PURPOSE

Know when enough is enough

Time management is key. Build in extra time on your agenda for when fruitful discussion goes over and don't take it from breaks or lunch. Those are important for staying energized. You don't want people watching the clock. Wrap it up by recalling the purpose of the gathering so you end it as purposefully as you started!