Checklist for hybrid meetings

Room equipment:

- Visual and audio transmission: 360° video conference camera or similar (integrated microphones may have additional loudspeakers for audio transmission, usually up to 5.5 m range)
- Additional loudspeakers for audio transmission if necessary
- Projection e.g. via projector or smartboard

Netiquette

- all participants are visibly connected
- the participants connected individually online switch off their microphones
- Recommendation for speaking contributions: individually connected participants first

Notes:

- Preparation and technical equipment depend on the objective and content of the meeting
- Recommendation for meetings in which content is developed jointly and material is generated:
  - o The common room for all participants is the digital room
  - o Only use digital work materials and tools (e.g. whiteboard etc.) to which all participants have access (no flipchart, pin boards/moderation cards)
  - o All participants need a laptop and are digitally connected to the meeting in order to work collaboratively with the digital tools