

Becoming a meeting facilitator for hybrid meetings

A meeting facilitator used to look like the tech expert, managing the audio and video equipment and ensure cables worked properly.

Today, the meeting facilitator can help ensure hybrid meetings run smoothly and everyone feels included:

The setup:

- **Joining:**
Have all participants join the meeting from their personal devices and make sure everyone is muted.
- **Audio:**
Make sure the room has centralized audio by using a certified speaker puck or Teams Rooms solution.
- **Video:**
Encourage all participants to turn on their video from their personal device to provide an individualized camera view.

The meeting:

- **Ensure all voices are heard:**
Alert speakers when attendees are trying to come off mute, chat, or raise hands.
- **Encourage collaboration:**
Use Microsoft Whiteboard to collaborate across environments.
- **Make content visible:**
Share content directly in the Teams meeting to ensure all participants can follow along.

