



Swiss KM Think Table: Invitation to Hybrid Meeting Lab

Thursday, 29 Sep 2022, Bern

Dear everyone,

We are delighted to invite you to our new Swiss KM Think Table workshop on how to set up and facilitate a rewarding hybrid meeting:

Hybrid Meeting Lab: Thursday, 29 September 2022

Let's talk about Hybrid Meetings

This January, we met online for the Swiss KM Think Table to learn more about the Hybrid Decision Wheel and to discuss benefits, challenges, and solutions for potential issues with hybrid meetings.

One of the important lessons learned from all of you during this event was that in order to host a successful meeting in a hybrid format, it is essential to provide good on-site IT setup and dedicated resources to engage and connect on-site and online participants in the discussions.

Hybrid Meeting Lab

After this year's summer break, we would like to spotlight these key learnings and get our "hands dirty" in a workshop on how to set up and facilitate a rewarding hybrid meeting.

This Hybrid Meeting Lab focuses on:

- Exploring & practicing technical solutions (literally: good practices for cameras, mics, speakers, laptop setup, etc.)
- Useful tools (e.g., miro, padlet, mentimeter, or gamification like kahoot)
- Dos and don'ts on how to facilitate hybrid events (e.g., 1 or 2 moderators; who is in the lead; how to best ensure the exchange between online and on-site participants)

We are excited that we can finally meet each other again in person. Therefore, we organized this SKMTT workshop as a face-to-face event – including an Apéro. For those of you who can only participate virtually there is the option to join via Zoom. You can find the agenda below.

Location, time and agenda

Hybrid Meeting Lab: Thursday, 29 September 2022

	Helvetas Office Maulbeerstrasse 10 3011 Bern		Zoom
	Please bring your own device (laptop, tablet or mobile phone) including headphones		
14:15h – 14:30h	Check in on-site plenary room		
14:30h – 15:15h	On-site session: Practical IT setup and testing		
		15:00h – 15:15h	Check in online meeting room
15:15h – 15:30h	Get together of on-site and online participants	15:15h – 15:30h	Get together of on-site and online participants
15:30h – 16:45h	Joint session: Tools and hybrid meeting setup and facilitation	15:30h – 16:45h	Joint session: Tools and hybrid meeting facilitation
16:45h – 17:00h	Wrap up and collect ideas and organizers for next SKMTT session	16:45h – 17:00h	Wrap up and collect ideas and organizers for next SKMTT session
17:00h	Apéro		

Please register here by 9 September 2022: <https://forms.gle/Nmkda3ZX8VfBaadA6>

This helps us know how many people to expect in person and how many online

Invitation to share your knowledge

Furthermore, we would like to invite you to share your personal experiences with the other participants during the workshop. Maybe you would like to present a tool or have had good experiences with a moderation methodology in hybrid meetings? Or would you like to learn more about a specific scenario that you came across when hosting and/or participating in a hybrid meeting?

The Hybrid Meeting Lab should be an open platform for all of us to share practical experiences and to learn from each other.

Please let us know in the form if you would like to actively contribute to the workshop. Thank you!

We are very much looking forward to seeing you soon – in person or online.
Michaela, Veronique, Carsten, Cesar and Kay