Hybrid facilitation checklist

☐ Do you have clarity about the **objectives** of the session?

☐ Have you mapped how many **people** will be joining and from where?

☐ Do you know who will take on which **role** (such as tech host, lead facilitator etc.)?

☐ Have you gone through the event from the point of view of **in-person** attendees?

... And of **remote** attendees?

☐ Do you know how everyone will be able to **see** each other?

... And **hear** each other?

☐ Have you set up an online **“single source of truth”** that participants can access?

☐ Have you shared contacts, links and info (a plan B) on how to **communicate** with the facilitation team?

☐ Have you considered how to address **power imbalances** in the group?

☐ Do you have a way of referring to the different **groups** without creating hierarchies?

☐ Is there space in the session for you to **collect feedback** on the process?

☐ Do you know how you will **share your learnings** about hybrid events?

All checked? **Ready to go!**