Hosting & facilitating online and hybrid meetings
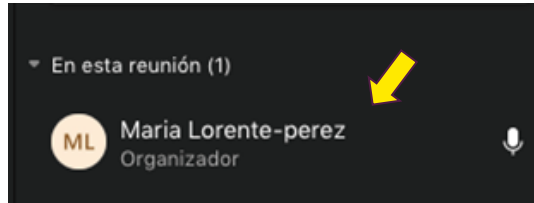
12th July
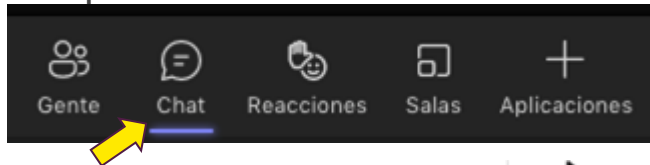
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Meeting Etiquette

Make sure we can see your name clearly

En esta reunión (1)

ML Maria Lorente-perez
Organizador

We invite you to use the chat to

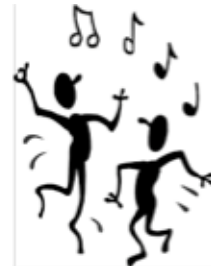Gente Chat Reacciones Salas Aplicaciones

Please participate and have fun!

Please keep your microphone OFF when not speaking and your camera ON as much as possible, especially in Breakout Groups

rec Plenary sessions are being recorded

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Check-in

What would make this session very valuable for me?

With what emotion would I like to leave?

https://app.sli.do/event/jfDdjb75EzJ3op7HmfH2E7

sli.do

Join the conversation
Ask questions & vote in live polls

slido

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The Journey

Collaborative tools &
useful frameworks

Defining the
purpose of meetings

Step by step design

What it means to
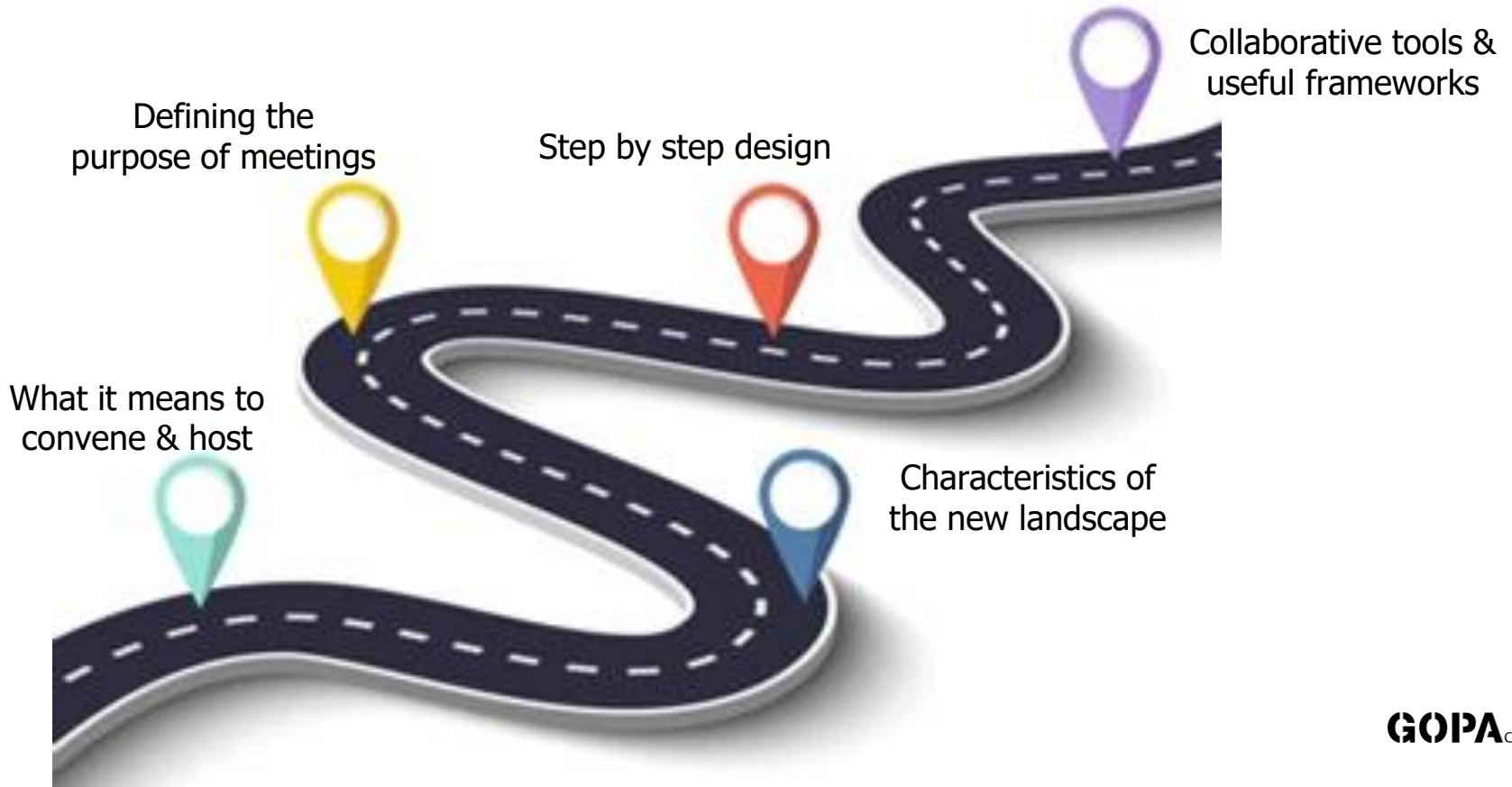convene & host

Characteristics of
the new landscape

GOPA.com.
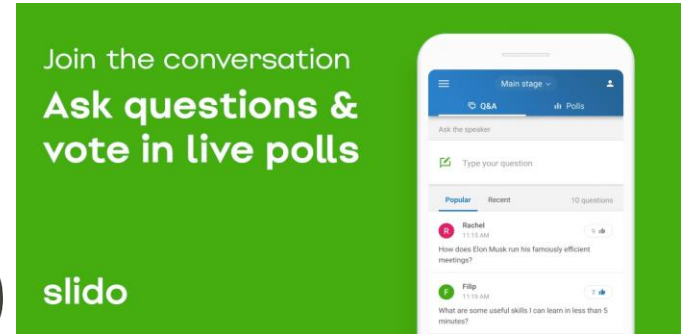
What it means to convene and host

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What it means to convene & host

Hosting conversations is creating and **holding the container** in which a group of people come together to **co-create**, to learn and to address issues around a shared purpose.

The host needs to give voice to the collective and create a **safe space** for interaction.

Therefore, certain practices help integrate diverse perspectives, create conditions for deep **listening** and leverage shared inquiry.
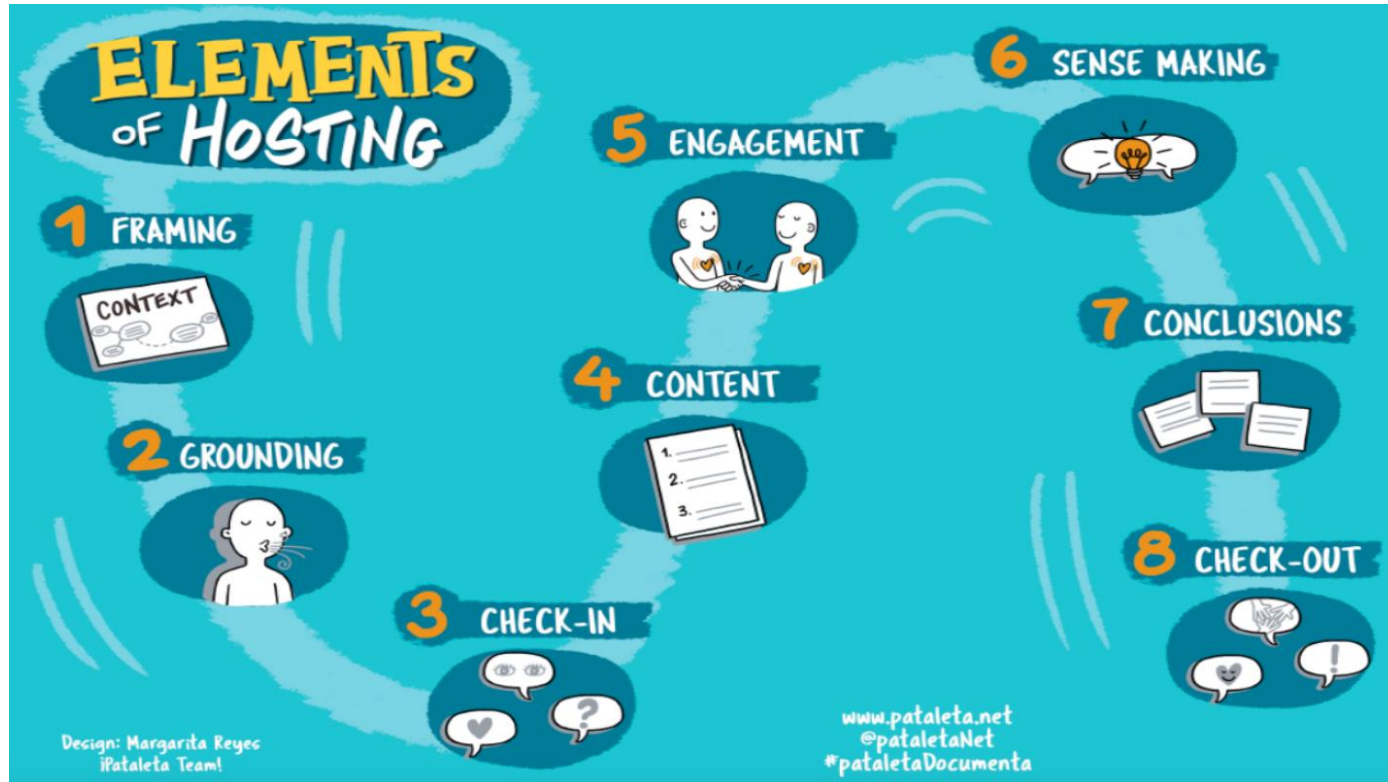
By creating a participatory environment, one can invite in all voices to make sense of what is meaningful and relevant for the **collective**.

*As hosts, how can we create the conditions and the safe space so **participants can feel listened** and willing to initiate powerful conversations?*

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What it means to convene & host
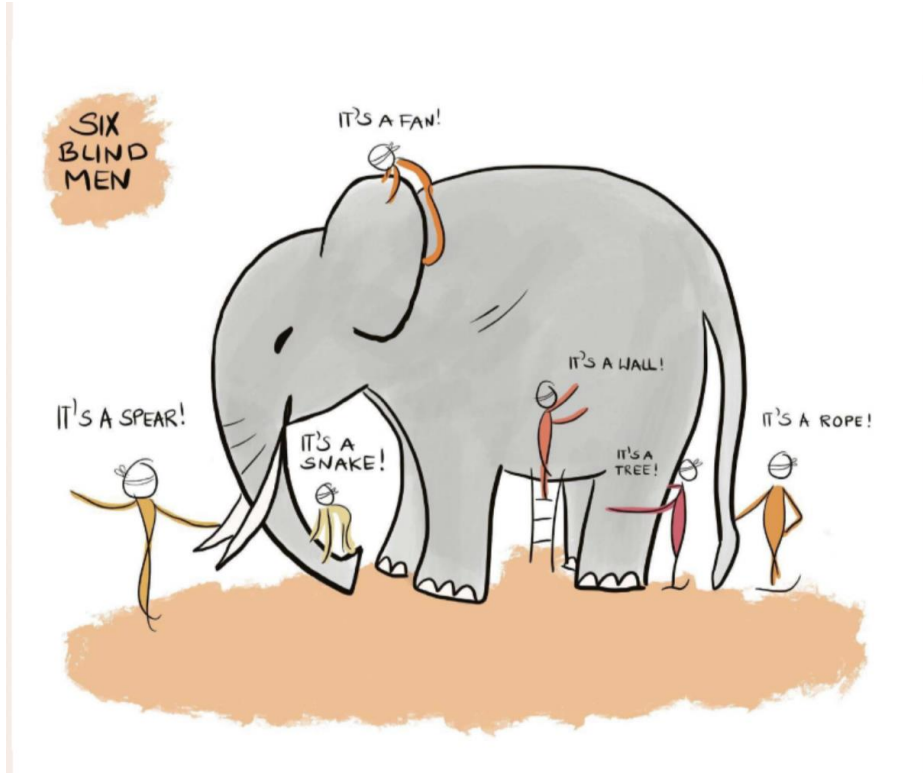
Key elements when hosting a meeting

Characteristics of the new landscape
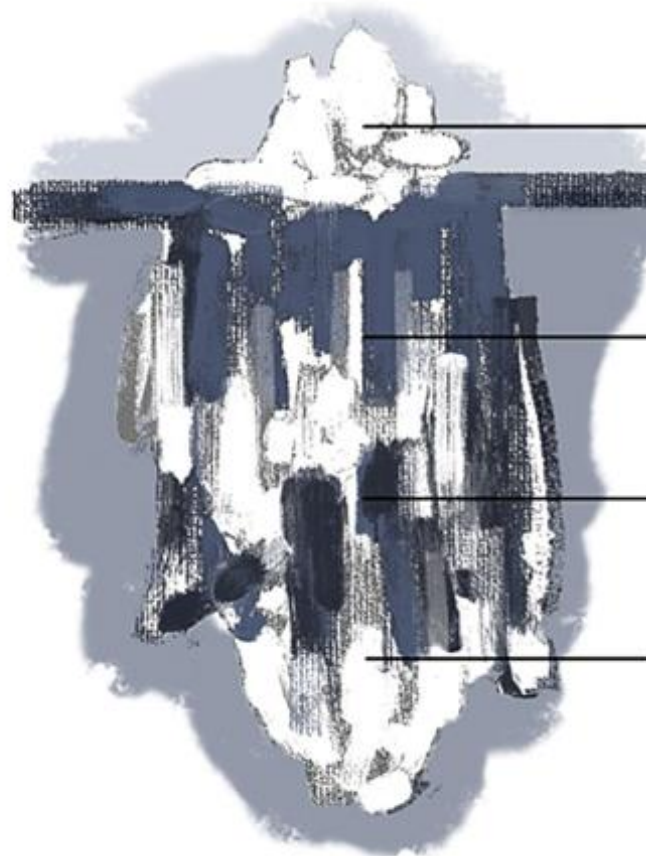
The online & hybrid space

Please share in this board and like as many as you wish ...

Exploring the barriers

What do we see happening?

What might be the reasons for the above?

What might have originated these reasons?

Source

The online landscape

It is real

Formal & informal coexist

Requires preparation & collaboration

Multiple options to meet needs

Everything is amplified

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Defining the purpose of meetings

Defining the purpose of meetings

As a meeting facilitator it's important starting the session highlighting the purpose and intention behind it.

If the purpose of any meeting is not clear for you, ask openly about it. The participants of the meeting will appreciate this clarity **(shared responsibility)**

As meeting facilitators we also need to understand who is **our audience:** what are the underlying expectations of the different stakeholders involved and what are the different **needs** that have to be addressed.

Planning for a meeting requires first of all to define its purpose and define a **common objective** *to create real value.*

Why are we all gathered here today? For what reason?

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Step by step design

Step by step design

There is more to it than meets the eye

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Before

Purpose

Objectives

Pre-engagement

- Invitation
- Pre-work
- Setup
- Resources
- …

GATHER YOUR PARTICIPANTS	INFORM & COMMUNICATE

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The Audience

What should we pay attention to? (sli.do)

Who is invited?

What might their needs be?

To what are they invited?

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The Basics

Connectivity

Time

Level
playing field

Hosting
Roles

During the meeting

CONNECT & INTERACT	SHARE	CO-CREATE	CAPTURE OUTCOMES & LEARNING
KEEP THE ENGAGEMENT HIGH			

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Design Items

Structure

enabling connection

attention to flow

best fit frameworks & methods

slowing down

checking in

Process & Content

alignment

expectations

clarity
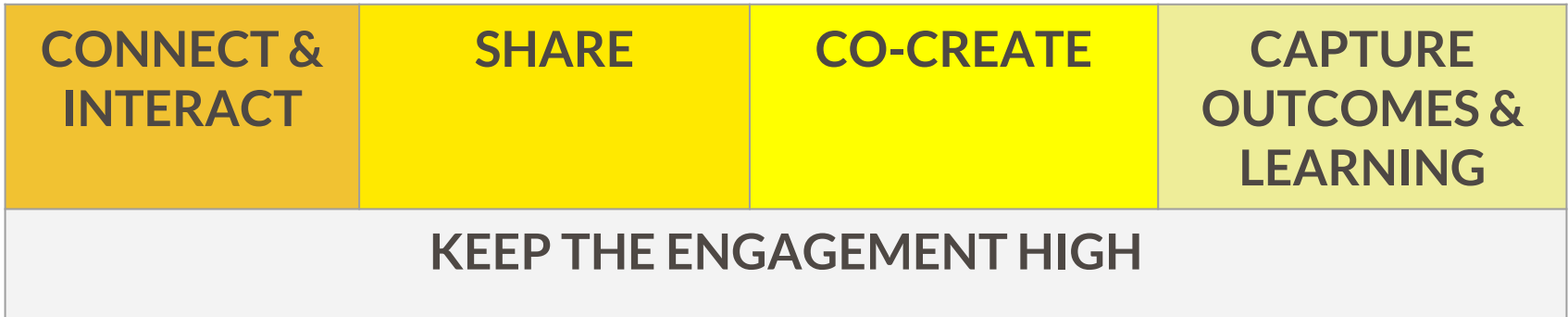
instructions
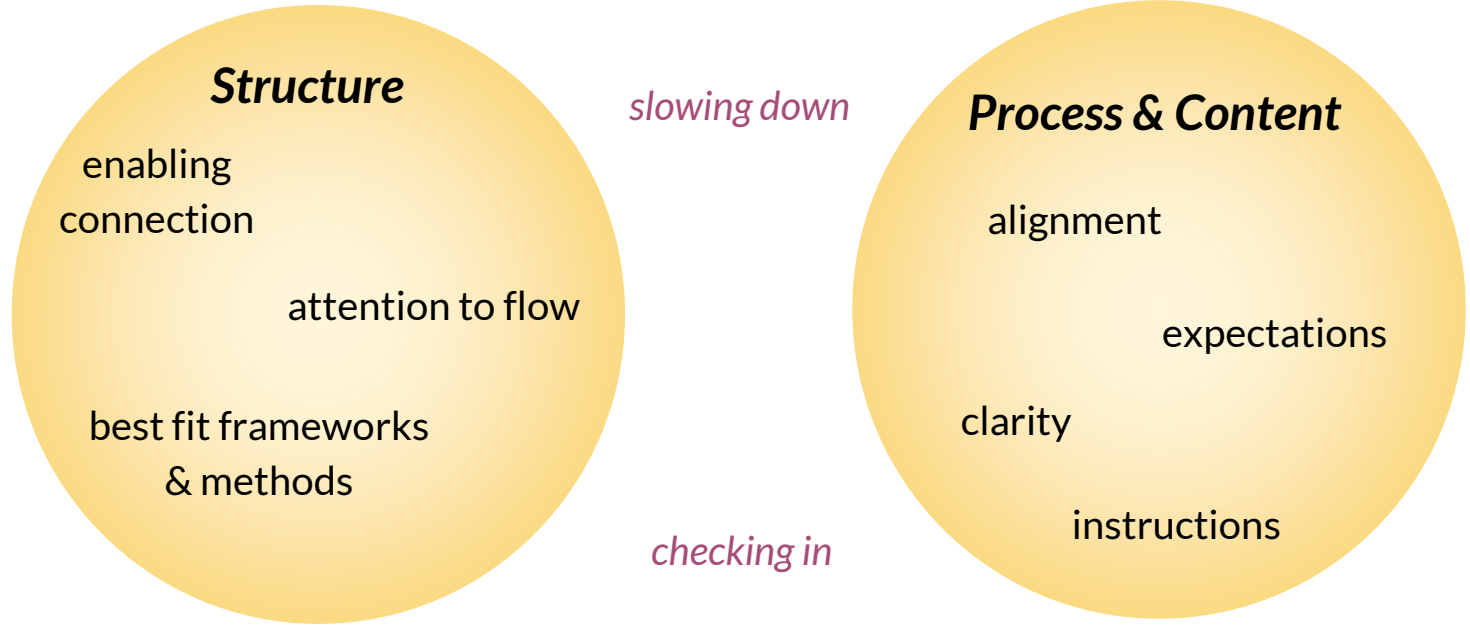
Three Way Attention

Tips

- Listening is key
- Relationship is the cornerstone
- Focus on connecting, forget control
- Facilitation is a must
- Good design is needed
- Your power is to trust
- Technology follows purpose, context & participants
- Slow down & reflect
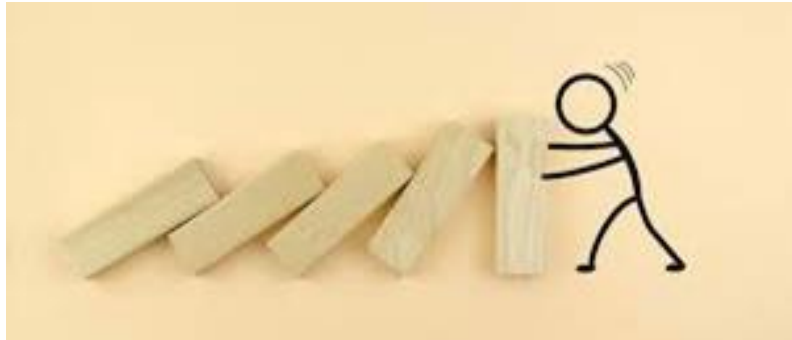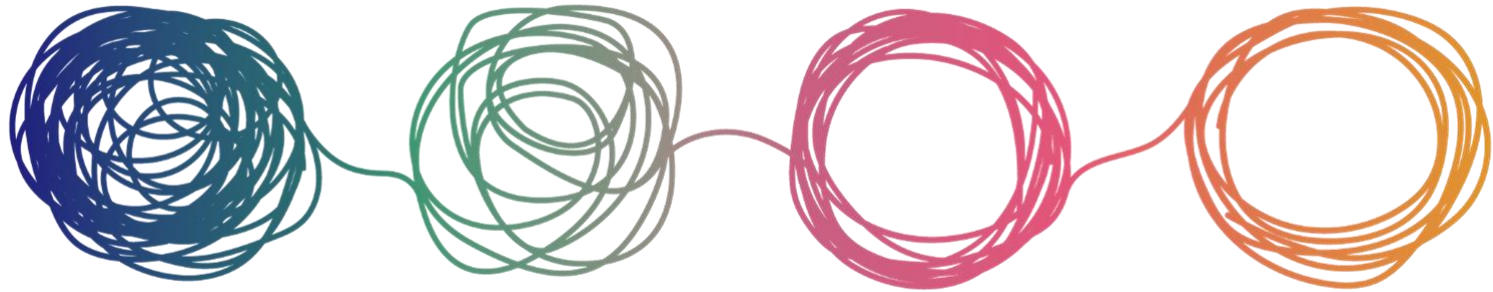
Collaborative tools & useful frameworks

Collaborative tools for online/hybrid meetings

Bridging Europeans

We face the **challenge** to offer a similar level of **engagement** and participation that we had in an offline context

Any technological tool need to be selected and used based on the the needs of the meeting. In this order, don´t go crazy.

Remember to keep your participant's **overall experience** in mind when selecting the right tools to use. Make it **enjoyable** not frustrating.

How can **technology** help us to address the **different needs** that come to place when hosting hybrid meetings?

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Collaborative tools for online/hybrid meetings

Bridging Europeans

GATHER YOUR PARTICIPANTS	CONNECT & INTERACT	INFORM & COMMUNICATE	SHARE KNOWLEDGE	CO-CREATE KNOWLEDGE	CAPTURE LEARNING
Provide a **venue** for people to gather, meet each other and take part in your meeting.	Help people meet each other, connect, network, interact, and strengthen a **sense of community.** Provide a context for formal and **informal** interactions	Provide **clear information** about your meeting and the different activities.	Share **resources** , knowledge and allow people to **enrich** it. Present the content in a clear and organized way.	Create the right context for people to co-create/**brainstorm**/make decisions together and **actively** participate in the conversations.	Capture key learning & highlights & organize any relevant learning material.
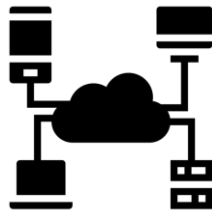
Laying the foundations   Meeting engagement

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Collaborative tools for online/hybrid meetings

Bridging Europeans

GATHER YOUR PARTICIPANTS	CONNECT & INTERACT	INFORM & COMMUNICATE	SHARE KNOWLEDGE	CO-CREATE KNOWLEDGE	CAPTURE LEARNING
Provide a venue for people to gather, meet each other and take part in your meeting.	Help people meet each other, connect, network, interact, and strengthen a sense of community. Provide a context for formal and informal interactions	Provide clear information about your event and the different activities	Present the content in a clear and organized way. Share resources and knowledge	Create the right context for people to co-create/brainstorm/make decisions together and actively participate in the conversations that matter.	Capture key learning & highlights & organize any relevant learning material.
ZOOM HOPIN.TO **MICROSOFT TEAMS** GOOGLE HANGOUT QIQOCHAT SPATIAL AIRMEET HOWSPACE	MIGHTY NETWORK DEDICATED SOCIAL MEDIA GROUPS **MICROSOFT TEAMS** SLACK HOWSPACE WHOVA	SCHED MIGHTY NETWORK **MICROSOFT TEAMS** GOOGLE CALENDAR VISUAL REPRESENTATION OF YOUR AGENDA	POWERPOINT PREZI VIDEOS JAMBOARD **SLIDO** KEYNOTE	MIRO(200 pp) MURAL (25 pp) JAMBOARD (50 pp) GOOGLE DOCS (80 pp) WHITEBOARD KAHOOT	**MURAL** MIRO JAMBOARD GOOGLE FORMS MENTIMETER VISUAL HARVESTING PADLET **SLIDO**

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Collaborative tools for online/hybrid meetings

Bridging Europeans

Meeting platforms

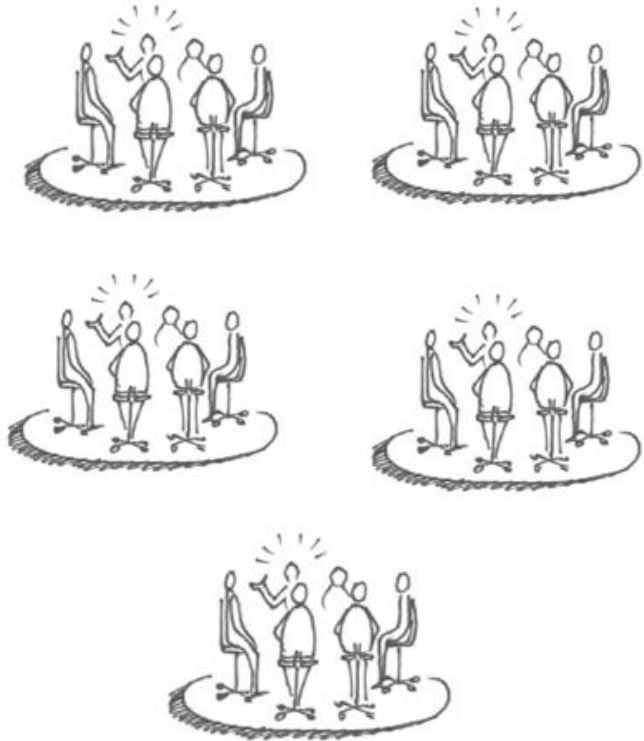Provide a venue for people to gather, meet and interact in your meeting.

MICROSOFT TEAMS

ZOOM

QIQOCHAT

SPATIAL

AIRMEET

HOWSPACE

Interactive tools

Focused on capturing key learnings, co-creating and making decisions together

SLIDO

MENTIMETER

MURAL

MIRO

JAMBOARD

GOOGLE DOCS

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Hands on Design

Design your next session (15 mins)

- each group has one type of meeting
- focus on 2 elements of your choice
- bring everyone's voice into the conversation

Keep engagement high

Gather your participants

Inform & communicate

Audience

Capture learnings & outcomes

The Basics

Co-create

Connect & Interact

Share Knowledge

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Reflections from Hands on Design

How was this experience?

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Last few words

As you jump into the wild world of hybrid meeting facilitation, remember to keep your **participants' overall experience** in mind when selecting the right tools to use.

Focus on what really matters and make sure your participants can still **enjoy your session** instead of stressing out from using many different tools that they might not be familiar with.

Keep it fun and engaging and ask yourself: "Is this **good enough for now**? Is it safe enough to try?"

Enjoy and share your reflections with us!!

Thank you for your attention & participation!