Hybrid meetings with Zoom - best practices

NSD IDEA Council
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- Celebrate with Zoom backgrounds!

- Asian Pacific Islander Employee Resource Group (API ERG) will be hosting events:
  - A book club discussion on May 23 at 3:00 pm. The API ERG invites you to read and discuss "Crying in H Mart," a 2021 memoir by Michelle Zauner. Zauner writes about her experiences growing up as a Korean American in Oregon, coping with her mother's loss, and finding her way in her culture.
  - Upstander Intervention training session on May 24, from 2:00-3:00 pm.

- May is Mental Health Awareness Month. Established in 1949, it aims to put a spotlight on the importance of mental health and wellness. This link has further background and Laboratory (-related) resources

- The All Access Mental Health Initiative will be sponsoring a continued discussion on burnout *"What can supervisors do"* on May 18, Noon - 1:30 PM. Details coming soon.

Perhaps less well known, but May is also:

- National Foster Care Month, see e.g., https://www.childwelfare.gov/fostercaremonth/

- Jewish American Heritage Month, see e.g., https://jewishheritagemonth.gov

- Older Americans Month, see e.g., https://acl.gov/aom

May Is National Foster Care Month

Relative and Kin Connections: Keeping Families Strong

childwelfare.gov/fostercaremonth

Children's Bureau Child Welfare Information Gateway

JEWISH AMERICAN HERITAGE MONTH

OLDER AMERICANS MONTH

AGE MY WAY: MAY 2022

From fully remote to hybrid meetings

Guiding principles

- *Inclusion*
  - Make sure all attendees can hear and are able to ask questions
  - Use accessibility features that are available (e.g., in-room sound system and captioning)
  - Be clear about how questions and interruptions will be handled
- *Equity*
  - Be fair in allowing in-person and Zoom attendees to equally participate
  - Don't forget to get questions from remote attendees!

Before the meeting

- Ensure that the agenda and any relevant material has been sent around prior to the meeting so participants can prepare
- Test the technology
- Assign an in-room Zoom monitor as a liaison/avatar for remote attendees
- Discuss with Zoom monitor how to handle questions and feedback from the remote participants
- *Consider displaying remote attendees in the room on a dedicated display*
- *Consider pointing a camera at the in-room audience to the remote attendees can see them*

Images from:
https://www.bbc.com/news/technology-52126534
https://explore.zoom.us/en/media-kit/

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During the hybrid meeting

- **At the start of the meeting**
  - Identify to everyone who the Zoom monitor is
  - Set the expectations for interruptions and when questions will be addressed

- **During the meeting**
  - The Zoom monitor:
    - monitors the remote attendees and addresses any issues they have
    - makes sure the Zoom attendees are muted
    - lets the speaker know if an issue needs to be addressed

- **Question time**
  - Use a microphone for questions in the room, otherwise have the speaker repeat them so remote folks can hear them
  - If the room is a dedicated Zoom room, allow space for Zoom folks ask questions audibly. If the meeting is in a room like the B50 Auditorium, pause to have the Zoom Monitor read questions aloud from chat.

https://explore.zoom.us/en/media-kit/

What has your experience been like with hybrid meetings so far?

- Anything that has worked particularly well?
- Any lessons learned of things that have not worked well?
- Any accessibility issues you have encountered?

If you are in the auditorium, please raise your hand and you will be called on.

If you are on Zoom, please type your comment in the chat and Tom will repeat the question in the room.

- **Familiarize yourself with the upgraded conference rooms at the lab**
  - Berkeley Lab IT: AV Upgrades for Hybrid Teams

- **Lab resources**
  - All Access ERG's Accessible Meetings resources

- **Other reading**
  - "What It Takes to Run a Great Hybrid Meeting" by Bob Frisch and Cary Greene, Harvard Business Review

Completed upgrades and final setup in conference room 67-3204 at the Molecular Foundry, Lawrence Berkeley National Laboratory, Berkeley, California. (Credit: IT Division/Berkeley Lab)

- URM Job Posting funding
- Luminary Cards
- IDEA SPOT Award Program
- LeanIn cards "50 ways to fight bias"
- idea.lbl.gov

Consider joining the Council!
- All-volunteer effort
- Looking for people from all roles and areas of NSD

Share your ideas for topics or other feedback:

NSD-IDEA-Council@lbl.gov