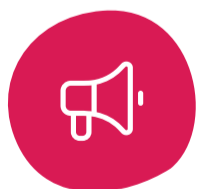


Hybrid facilitation checklist



- 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!