

HYBRID CONFERENCING

VU Amsterdam goes hybrid! In addition to working on campus, we will also be working at home or elsewhere. We will continue to work Activity Focused, meaning you choose the most suitable workplace for each activity. This includes consultations and meetings. Would you like to find out more about how best to organize a meeting? This Quick Reference Card gives some tips to help you decide how you want to organize your meeting.

Different types of meetings ...

- Regular participants
- Informal and work-specific
- Duration: no more than 1 hour



Bilateral consultation

- Annual consultations
- Job interviews
- Confidential atmosphere



Personal development

- Team/department meeting
- Weekly / monthly meeting
- Sessions of no more than 1.5 hours



Progress meeting

- Brainstorming sessions
- Agile / scrum sessions
- Sessions lasting more than 1.5 hours



Interactive sessions

A VU laptop

If you have a VU laptop then you may use it at home and on campus to take part in meetings. Go to [Ask IT](#) for information about applying for a laptop.

... in various types of meetings

Asynchronous



Meetings 2.0 Bring each other up to speed via Teams with a video, chat message or voicemail.

Synchronous

In person



Participants are all in the same room at the same time.

Online



Participants join the meeting remotely from their own location and using their own IT facilities.

Hybrid



Participants attend both in person and remotely. Employees partially have their own IT facilities.



Do you have any questions, comments or do you wish to share experiences? Please email them to: hybride.werken.hrmam@vu.nl

When do I choose which type of meeting?

Logitech tap rooms

Access to the meeting with only one tap



- Screen
- Centralized audio
- Smart camera
- Join using your own laptop

Rooms without AV facilities

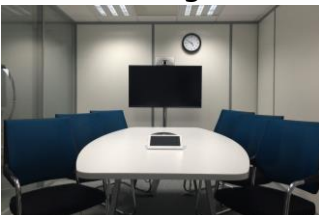
Online meetings without the extras



- Using own laptop
- Centralized audio set available for rent at the IT Service Desk

Rooms that have a meeting system

Meetings the old-fashioned way



- Screen
- Centralized audio
- Camera
- Access via a PC

Is direct interaction between participants necessary?

YES

Choose a synchronous meeting.

NO

Go ahead and try out an asynchronous meeting. Shareable and remote access possible.

Is everyone present on campus?

YES

Choose an in-person meeting – an efficient use of the space available on campus.

NO

Is nobody present on campus? Choose an online meeting. Are some people present on campus? Go hybrid.

Tips



Turn the **microphones** on the laptops in the meeting rooms **off**.



Raise your **hand (in person or on screen)** if you would like the opportunity to speak.



Appoint a **chairperson** who will make sure to include online participants in the meeting:

- if there are any questions, give priority to the online participants
- address everyone individually, including colleagues joining the meeting remotely



Speak facing your **laptop** to involve those attending remotely.



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