

# Making sure everyone's seen and heard

## Checklist for meeting equity

When you're hosting a hybrid meeting, with some participants in the meeting room and others remote, you're faced with a real challenge. How can you make sure everyone, no matter where they are, get an equal seat at your virtual table?



**35%**

of workers have trouble fully engaging in virtual meetings



**1 in 3**

feels silenced in videocalls as off-site participant



**31%**

can't read body languages or social cues



**1 in 2**

has technical issues with audio and/or video



**58%**

have issues with sharing content

With this very practical checklist, we help you to create more meeting equity and overcome challenges like the ones mentioned above. We help you to introduce technology to make your hybrid meetings more inclusive and productive.

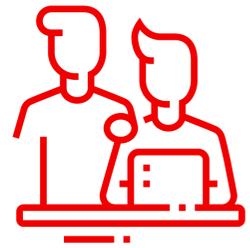
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### Put people first

Of course, there are the well-known meeting tricks you can apply to keep everyone involved, no matter where they are.

- Play the perfect host, welcome everyone personally and make eye contact.
- Have a clear agenda and objectives.
- Do a regular round table or take turns speaking, keep a list of attendees closeby.
- Assign roles (like a timekeeper, moderator, recorder...).
- Follow up afterwards (e.g. the recording, summary or list of actions).
- Try to stimulate more introvert & remote attendees to join by capturing feedback, using polling, chat functions, hand raising or surveys.



### Make sure every participant has access to the same platforms, data and tools

- Decide on a uniform UC platform.
- Equip every workspace with high-quality audio & video.
  - Home or remote workers should have a decent headset with noise-cancelling and a webcam with microphone (at least when their laptop does not have one already).
  - Every meeting space should be redesigned for hybrid video calls with a good camera, mics, speakers and a display.



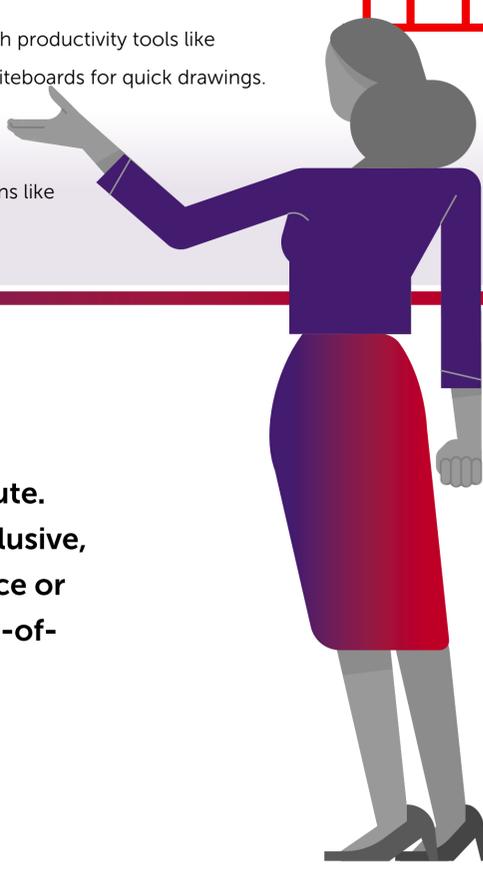
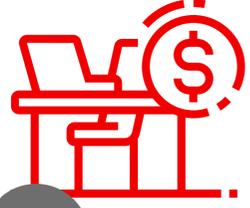
### Redesign office space for better hybrid collaboration

- The bigger the space (like a boardroom) the more extensive the AV peripherals in the meeting room ecosystem need to be in order for everyone to be heard and seen. In smaller spaces like huddles the setup can be more compact like for example an all-in-one device.
- Go for a room view where everyone in the room can be seen remotely. Make sure everyone is visible so everyone can read body language, facial expressions.
- Go for a room camera that zooms in on the person currently speaking to show body language and facial expression more.
- Keep those camera's on, especially when you're remote.
- Is everyone heard from every spot in the room and remote? Make sure you hear every nuance.
- Don't leave your mic on. Mute & unmute when needed, be heard only when needed in the conversation.



### Invest in easy-to-use, wireless meeting room tools that allow collaboration

- Increase interactivity & participation with productivity tools like touch screens for ideation or digital whiteboards for quick drawings.
- Make sure everyone sees the same content both on screen and remote thanks to wireless collaboration solutions like ClickShare.



You can ensure that everyone has a similar experience and equal opportunities to contribute. Benefit from tech to make hybrid meetings inclusive, seamless one-click experiences, from any device or meeting platform and focus on simplicity, ease-of-use and an impeccable user experience.

Discover how ClickShare can help you