

How to optimize your hybrid meeting experience?

With a partial or full return to the office around the world, employees realize that the majority of their meetings today are hybrid, no longer fully virtual or fully in-person.



Hybrid



Fully virtual



Fully in-person

80% of all meetings globally are fully virtual or hybrid

What have people been missing when working from home?

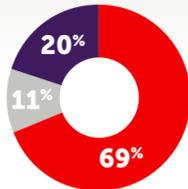
- Socialization and collective energy being with teams
- More collaboration & faster decision making when face-to-face
- Focus time to get important tasks done

Return to office reason:
Having focus time



Employees want full autonomy to choose where and when they work. So, employers need to plan for technology and real estate in hybrid work schedules.

"If I didn't have a regular, permanent workplace, I would still try to sit and work in the same spot every day."



63% say that their ideal workweek is hybrid

● Agree ● Disagree ● No opinion



71%

of people find hybrid meetings stressful



7 in 10

are frustrated by recurring technical meeting issues



1 in 4

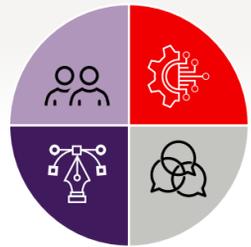
is less engaged in hybrid meetings

So organizations are faced with 1 big challenge: MEETING EQUITY

How can you ensure that all employees have an equal opportunity to connect and contribute?



Less than 50% of employees report that their organization prioritizes meeting equity



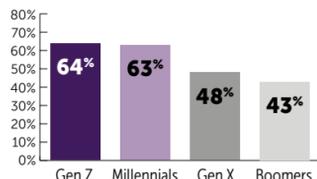
4 domains you need to consider:

1. People

Maximize autonomy to increase well-being and inclusion

Give employees more flexibility and give them the ability to decide where they work. They have become hybrid natives.

"I consider my 'office' to be my laptop, headset, and wherever I can get a strong internet connection."



2. Offices and room design

Balance **visual and acoustic privacy** in meeting rooms

Look for the AV setup matching room sizes and meeting goals. Do a thorough check of all existing meeting spaces. Create that office of the future, fit for hybrid collaboration.

"My employer did not make any changes to the workplace since COVID-19."



1 in 2 employees

3. Collaboration

Implement **inclusive meeting practices** for an equal share of voice

Provide a checklist for more equity for employees and implement simple meeting practices as a rule to bring everyone into the meeting. Get everyone a seat at the virtual table.

"I feel more included & present in meetings when everyone attending has their camera turned on."



4. Technology

Equip teams with professional audio and user-friendly video collaboration solutions

Give all employees access to high-quality tools, platforms and solutions in order to seamlessly connect and collaborate, no matter where they are. Is everyone seen and heard?

"I often feel left out of the conversation in virtual meetings."



[Discover more on meeting equity](#)

In this joint research 2,800 employees from 6 countries were interviewed in spring 2022 (US, UK, France, Germany, India and Japan).

