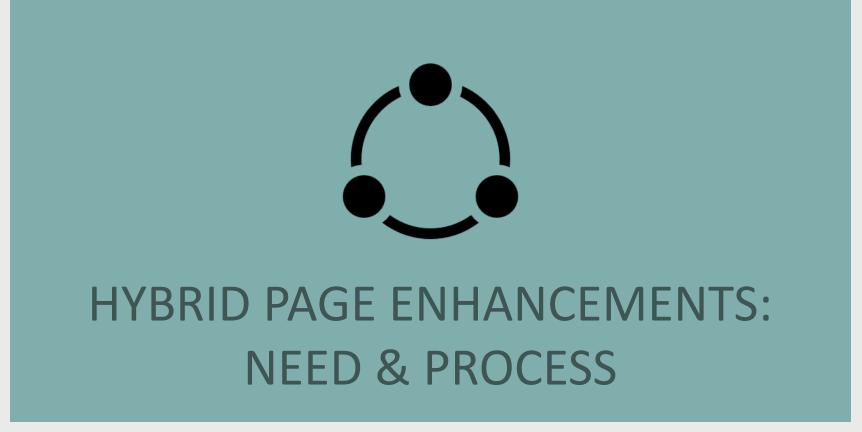
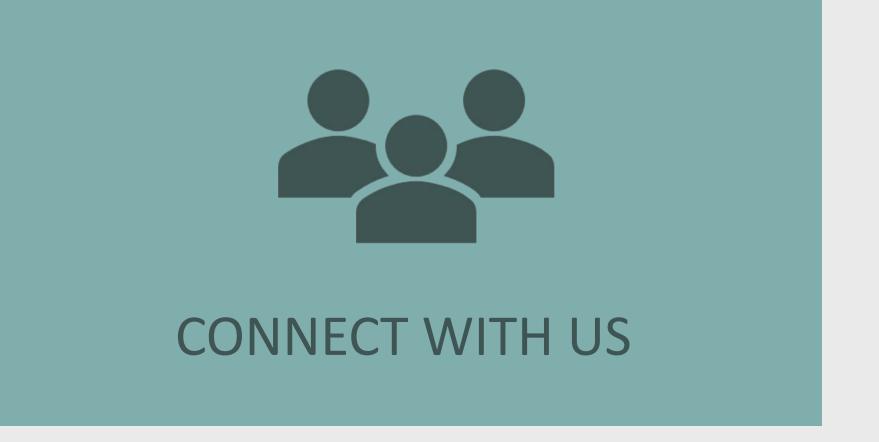


Combining community-generated insight and awareness of MIT-specific resources with broader perspectives from academic scholarship, industry, and government









# History of the Guide

(ERG) to create a similar guide for staff

Spring/Summer 2023: Imagining	Summer/Fall 2023: Creating	2024: Expanding
<ul> <li>Institute Strategic Action Planning for Belonging, Achievement, and Composition in development</li> <li>Sloan, SoE SAIC, and Disabilities ERG decide to take action to support this effort tangibly</li> </ul>		<ul> <li>Web Guide needed</li> <li>Review</li> <li>Integrating content into Central resources</li> <li>Related guide development</li> <li>Talent Acquisition/Hiring Managers</li> <li>Hybrid Event Planning</li> <li>More coming soon!</li> </ul>
Larry Action Steps	<ul> <li>Draft content developed that will support staff event/activity planners</li> <li>Draft guide reviewed by MIT stakeholders</li> </ul>	<ul> <li>Communication and Further Development of Equitable Access</li> <li>Guide converted to a web guide</li> <li>Digital Access Review</li> <li>Conversations with OGC</li> <li>Content created for MIT Events Planning Guide</li> <li>Presentations, Poster Sessions, and more</li> <li>Additional guides needed to implement</li> </ul>

session to build awareness and solicit

input

equitable access practices in all areas

Teams formed

# Need: Enhancing the hybrid meetings page

- For meetings with an in-person component, providing virtual options i.e., supporting hybrid meetings is an important aspect of maintaining an inclusive and accessible environment at MIT.
- For many of us (though not all) working from a non-campus location one or more days per week has become the norm, driven in part by the Covid-19 pandemic. However, this way of working is in keeping with a long tradition at MIT of leveraging virtual connections to support global collaboration.
- Hybrid meetings enhance the flexibility and possibilities for including participants across location, travel, and other barriers. Hybrid options can help ensure that key voices are not excluded.
- By sharing best practices with each other, we can support hybrid meetings that make the most of MIT's official resources and the knowledge held by its many community members. Inclusion, facilitation, and technology are elements that will drive success.

### Some barriers to in-person only attendance

- DLCI policies/difficulty changing WFH schedules
- Travel time and expenses (gas, parking, time on the T)
- Dependent care responsibilities
- Disability accommodations
- Illness
- Safety and belonging concerns

### Key benefits of normalizing hybrid meetings

- Improved accessibility
- Reduced carbon emissions
- Cost savings
- Enhanced employee engagement
- Wider collaboration opportunities
- Better business outcomes

# Process: Enhancing the hybrid meetings page

# May-July 2024: Sensemaking and Relating

- Gathering team, representation from multiple DLCIs
- What does everyone bring to the table?
- How does everyone want to contribute?
- Who else should provide advisory input?
- Assessing current page what's missing or could be better?

### July-August 2024: Visioning

- Describe the need for enhancements and identify intended audience
- Identify four (4) "Areas" of work
- Establish key connection points between our work to MIT's infrastructure of resources and information

### August-October 2024: Inventing

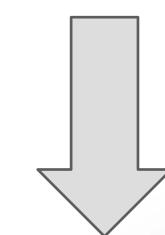
- Define tasks associated with each Area and establish a timeline to complete these tasks
- Team members self-assign to a task they are most interested in
- Check in and challenge each other regularly, adjust tasks as needed

#### **Needs identified:**

- Broaden focus of hybrid meetings page to include both meetings and events
- Synthesize existing information to create updated "quick start" guide for running hybrid meetings and events
- Provide a view to broader range of scholarship and resources

#### Four Areas of work:

- 1. Create quick start guide that incorporates resources currently spread across multiple locations
- 2. Gather research and non-academic articles to describe the benefits of hybrid work and its intersections with equitable access
- 3. Collect testimony from colleagues about current successes and challenges
- 4. Update web page to reflect new resources and suggested uses



### Completed work:

- Area 1 (quick start guide)
- Area 2 (research and articles)

#### Ongoing work:

- Area 3 (testimonials)
- Area 4 (web page updates)

Project complete date: mid-January 2025

# Hybrid Meetings and Events: 15 Best Practices

(Before)
<ul> <li>Seek perspectives from individuals with varied lived experiences and levels of authority at MIT.</li> <li>□ Consider possible access and inclusion needs of participants (including Specific Access Needs).</li> <li>□ Designate at least one point of contact for accessibility and accommodation requests.</li> <li>□ Visit and test potential meeting or event spaces to understand which supports are in place.</li> <li>□ If needed, request supplemental technology support (e.g., meeting OWL, microphones).</li> <li>□ Create marketing materials that reflect a commitment to accessibility.</li> <li>□ Create an agenda or event plan to share with attendees in advance.</li> <li>□ Designate at least one moderator/facilitator for on-site and remote participants.</li> <li>□ Show up early.</li> </ul>
(During)
<ul> <li>□ Perform a sound and visual check.</li> <li>□ If possible, include an icebreaker or take time for introductions.</li> <li>□ Incorporate the use of interactive tools that both local and virtual attendees can use.</li> <li>□ Solicit feedback and pause for questions.</li> <li>□ End the meeting or event with a recap and "what's next."</li> </ul>
(After)
☐ Follow up with attendees.

# Visit the current site



QR code link:
<a href="https://tinyurl.com/y7rvxf">https://tinyurl.com/y7rvxf</a>
<a href="https://separch.com/y7rvxf">9s</a>

### Includes...

- 1. Home page
- 2. Brief "how-to"
- 3. Planning guides (e.g., general, in-person, virtual, presenter)
- 4. Information on Specific Access Needs
- 5. Additional information and resources

# Connect with us!



# QR code link:

https://mit.co1.qualtrics.com/jfe/for m/SV\_0J81gfjt4iQvMKa

Scan to sign our Virtual Guest Book and...

- Submit questions
- Share feedback
- Indicate your interest in helping us

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Name (pronouns)	Role	Team	Email
Gearoid Dolan (they/them)	ACT Media Instructor	MIT Program in Art, Culture and Technology	gearoid@mit.edu
Erik Ferris (he/him)	IT Administrator	Leaders for Global Operations Program	eferris@mit.edu
Amanda Jarvis (she/her)	Assoc. Dir. for DEI	MIT Sloan DEI Office	arjarvis@mit.edu
Amy Levin (she/her)	Student-Partner Engagement & Onboarding Administrator	Leaders for Global Operations Program	amyelev@mit.edu
Libby Mahaffy (she/her)	Organization Development Consultant	MIT Human Resources	lamaha@mit.edu
Kai Alexis Smith (she/her)	Architecture and Planning Librarian	MIT Libraries	kaias@mit.edu