



Accessible Guide for Hybrid Meetings and Events

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



HISTORY OF THE GUIDE



HYBRID PAGE ENHANCEMENTS:
NEED & PROCESS



15 BEST PRACTICES



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History of the Guide

Spring/Summer 2023: Imagining	Summer/Fall 2023: Creating	2024: Expanding
<ul style="list-style-type: none"> • Institute Strategic Action Planning for Belonging, Achievement, and Composition in development • Sloan, SoE SAIC, and Disabilities ERG decide to take action to support this effort tangibly 	<ul style="list-style-type: none"> • Analysis of what staff need to easily create universal and equitably accessible activities at MIT • Identify stakeholders • Connect with existing offices and teams • Build content • Get the word out 	<ul style="list-style-type: none"> • Web Guide needed • Review • Integrating content into Central resources • Related guide development <ul style="list-style-type: none"> ○ Talent Acquisition/Hiring Managers ○ Hybrid Event Planning ○ More coming soon!
<p>Early Action Steps</p> <ul style="list-style-type: none"> • Collaborative effort led by Sloan Student Life Office to create the DEI Event Planning Checklist for student leaders. • School of Engineering Staff Advice & Implementation Committee (SAIC) working groups decide to work with the MIT Disabilities Employee Resource Group (ERG) to create a similar guide for staff 	<p>Development</p> <ul style="list-style-type: none"> • SAIC team reviews DEI Event Planning Checklist • Draft content developed that will support staff event/activity planners • Draft guide reviewed by MIT stakeholders • Reviewer feedback integration/synthesis • Collaborating for MIT's Future poster session to build awareness and solicit input 	<p>Communication and Further Development of Equitable Access</p> <ul style="list-style-type: none"> • Guide converted to a web guide • Digital Access Review • Conversations with OGC • Content created for MIT Events Planning Guide • Presentations, Poster Sessions, and more! • Additional guides needed to implement 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?

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

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

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

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

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)

- Seek perspectives from individuals with varied lived experiences and levels of authority at MIT.
- Consider possible access and inclusion needs of participants (including [Specific Access Needs](#)).
- Designate at least one point of contact for accessibility and accommodation requests.
- Visit and test potential meeting or event spaces to understand which supports are in place.
- If needed, request supplemental technology support (e.g., meeting OWL, microphones).
- Create marketing materials that reflect a commitment to accessibility.
- Create an agenda or event plan to share with attendees in advance.
- Designate at least one moderator/facilitator for on-site and remote participants.
- Show up early.

(During)

- Perform a sound and visual check.
- If possible, include an icebreaker or take time for introductions.
- Incorporate the use of interactive tools that both local and virtual attendees can use.
- Solicit feedback and pause for questions.
- End the meeting or event with a recap and “what’s next.”

(After)

- Follow up with attendees.

Visit the current site



QR code link:

<https://tinyurl.com/y7rvxf9s>

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

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QR code link:

https://mit.co1.qualtrics.com/jfe/form/SV_0J81gfjt4iQvMKa

Scan to sign our Virtual Guest Book and...

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

OUR TEAM			
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