

Guidance on running meetings

Aberystwyth University, March 2022

With an increased return of colleagues back onto campus, this guidance outlines some of the decisions that you will need to make for arranging your meetings, how you hold your meetings, as well as tips on the technologies that you will need to use. This technical guidance should be read in conjunction with the [Health and Safety Advice for Conducting Meetings](#) by the Health, Safety and Environment Team.

Choosing the right meeting for you and your attendees

1. There are three types of meetings that are available to you:
 - a. In-person – where all people attend the meeting in the same physical space
 - b. Online - where all people attend the meeting virtually
 - c. Hybrid Meeting– where some people attend in person from the same space and some join virtually from different spaces

You can create a Poll in an email to ask your attendees how they would prefer to in the meeting. See Microsoft’s guidance on [How do I create a Poll in Outlook?](#) This will also help you to identify the size of room you will need to book for the face to face or Hybrid meeting.

2. If everyone cannot attend in person, then there are two options available to you:
 - a. Online
 - b. Hybrid

To ensure the smoothest possible meeting experience, we would advise either in-person **OR** online meetings and to only use Hybrid as a last resort or where there is a specific need. If one of your meeting attendees cannot make it in person, consider moving the meeting for all attendees online.

Choosing the correct meeting isn’t just down to the logistics of the technology and people’s availability. You also want to think about the [health and safety implications](#) and what will work best for the purpose of the meeting.

Alongside other guidance, you might find the advice from [Microsoft](#) helpful on whether to run your meeting in-person, online or Hybrid:

In-person	Online	Hybrid
When it’s important to build and maintain relationships	When the audience is large, broad and not in the same place	When you work with individuals across different locations
When it’s a complex topic or sensitive subject matter	When the risk assessment identifies a concern with in-person meetings	When the meeting topic is not complex or sensitive

What technology is available to me?

1. Both online and Hybrid meetings need conferencing software. Aberystwyth University's preferred Video Conferencing software is Teams. For further information see [Teams Guidance](#). If Teams is new to you or any of your meeting attendees, Information Services' Web Team have [Teams Training that you can register for and complete in your own time](#).
2. There may be some occasions where you need to use Zoom, mostly for meetings that require simultaneous interpretation or other functionality not available in Teams. For further information see [Zoom Guidance](#).
3. If you are running a Hybrid meeting, make sure you select a physical venue that contains equipment to be able to run a Teams meeting. You can book the [University's Video Conferencing room](#). Alternatively, you can [book a Teaching Room](#) and your Department might have bookable office spaces.

Make sure you test the technology beforehand if it is new to you.

What do I need to consider for the meetings?

In-person meetings

When booking a room for the meeting, you need to consider:

1. Accessibility:
 - a. Ensure all participants can access and evacuate from the room
 - b. Do you need to arrange SALTO access for anyone?
 - c. If they're visitors from outside the University, are there any reasonable adjustments that you would need to make?
2. The timing of the meeting – with people joining in person, you may need to factor in extra time for them to get to the room if they have been working remotely. Where possible, meetings shouldn't be arranged during lunch break times.
3. Health and safety guidance – make sure that you are aware of the University's most recent [risk assessment](#) and put in place appropriate health and safety measures. The Health, Safety and Environment Team have dedicated [health and safety advice on conducting meetings](#).
4. Notice:
 - a. Ensure attendees have sufficient notice for the meeting, especially if they normally work in a hybrid pattern.

Online meetings

When organising an online meeting, you need to consider:

1. Technology – do all your attendees have access to the technology they need to participate in the meeting:
 - a. WiFi Connection
 - b. Devices
 - c. Headsets and microphones
2. Participants' location – if you are participating in a meeting or discussing anything of a sensitive nature, don't participate from a public location (e.g., open plan offices, cafes

etc.). Further information on hosting outdoor meetings can be found in the [Health, Safety and Environment Guidance](#).

3. The time zone of the attendees – if you are having meetings with people in different time zones consider the time of the meeting.
4. Provide participants with the contact details of who best to contact to notify them if they are having any difficulty accessing or participating in the meeting.
5. External participants:
 - a. Teams is set up to allow all members of Aberystwyth University automatically into the meeting as well as giving them presentation functionality. If you have any external attendees or participants, then you may want to think about amending the meeting's settings. See Microsoft's Participant Settings for a [Teams meeting guidance for further information](#).

Hybrid meetings

You need to consider the above guidance for both online and in-person meetings when organising a Hybrid meeting. In addition to this,

1. For Hybrid meetings, make sure you select a physical venue that contains equipment to be able to run a Teams meeting. You can book the [University's Video Conferencing room](#). Alternatively, you can [book a Teaching Room](#) and your Department might have bookable office spaces.
2. If you are running a Hybrid Meeting and attending in-person, make sure you have strategies to include those who are joining remotely
 - a. Give opportunities for those joining remotely to unmute themselves and speak to those joining online and in person
 - b. Make sure that you identify points in the meeting to check in with your online attendees
 - c. Identify how they should raise points with you
3. If you are running a Hybrid Meeting and joining online, nominate a spokesperson to feed back comments and questions with you remotely. Make sure that you liaise with the spokesperson beforehand, so they know how best to raise points with you.

What do I need to tell attendees attending online or Hybrid meetings?

1. In the meeting set up, let attendees know the technology you intend to use and what they will need to participate in the meeting. Also identify the technology and equipment that they will need available to participate in the meeting:
 - a. Web cam
 - b. Microphone / headset
 - c. Internet Connection
 - d. Teams app or Teams via the web browser
 - e. If you need any equipment, then Information Services has [equipment that you can borrow](#). You should book this in advance.
2. Identify what might happen in the meeting. Will you expect your attendees to:
 - a. Unmute themselves and speak on microphone
 - b. Turn their camera on
 - c. Share their screen

- d. Collaborate on a document
- e. Use the chat functionality
- 3. The best way to deal with any technical problems:
 - a. [FAQs](#)
 - b. [Teams test call](#)
 - c. Information Services' Helpdesk (is@aber.ac.uk / 01970 62 2400)
- 4. Meeting etiquette:
 - a. How do you want your attendees to participate?
 - b. How do you want them to ask a question?:
 - i. Post in the chat?
 - ii. Use the Teams hand-raise function
 - c. Keep mic muted unless speaking
 - d. Appropriate surroundings

[Teams training](#) is available for those who might need it.

Guidance on recording meetings

Teams has a [recording functionality](#) but meetings should not be recorded as standard practice.

There are occasions where you might need to record the meeting to help with taking minutes. For example, if you have lots of technical information and want to capture detailed discussions, or if the minute taker is unable to attend.

In these circumstances, you should advise all attendees beforehand that you intend to record the meeting, outlining the reasons why you need to record and giving them the opportunity to raise any concerns over its recording.

The recording should only be started by the minute taker or the host. Once the minutes have been drafted, the [recording should be deleted](#). The recording should not be downloaded by any other participant.

If you've got any concerns about meeting recordings, contact [Information Governance](#).

How can I collaborate in Online or Hybrid Meetings?

Teams has collaborative tools that can be used in your online or hybrid meetings:

1. Collaborative documents:
 - a. Post a [word document or Excel File into the chat of the meeting](#). This might be something that you want to edit together or a space for you to gather input from your attendees. All meeting Aberystwyth University attendees will be able to collaborate.
2. Microsoft Teams Whiteboard:
 - a. Use to design processes, collaborate on ideas, or mind map. For further guidance, see [Microsoft Whiteboard Help](#).
3. Vevox polling software:

- a. The University has a subscription polling software. If you want your attendees to give you their opinions, or you want to generate ideas, or make your meetings more interactive, use Vevox. It's got its own Teams integration. For further information, look at our [Vevox guidance page](#). If you're after some inspiration on how other companies are making use of polling in their meetings, then Vevox has [several case studies](#).

These collaborative activities require the attendees to have access to devices so consider this when running Hybrid meetings. To ensure the smooth running of collaborative activities, have all your materials created and to hand before you start your meeting.

Further Help and Support

For technical queries, contact Information Services:

Email: is@aber.ac.uk

FAQs: [faqs.aber.ac.uk](https://www.aber.ac.uk/faq)

Phone: 01970 62 2400