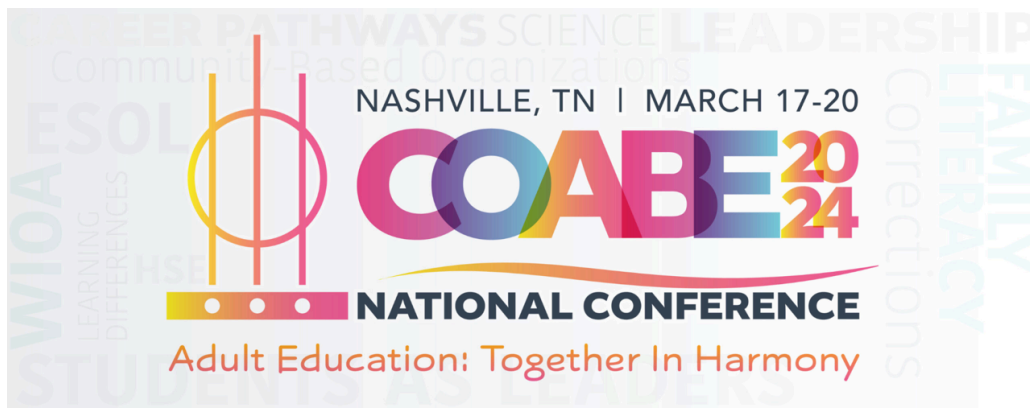


COABE Planning for Hybrid (Virtual and In-Person Combined) Presenters - 2024 **Ensure you have a co-presenter and/or support person (buddy)**

- It is **essential** to have a support person for hybrid presenting. It's impossible to effectively present a hybrid session alone. If you need a support person or if you are able to be a support person for another session, click [here](#).
- You have *two audiences* and that means *at least two people* to provide the level of attention needed for all participants.
- If you have a co-presenter, you may take turns playing the support role. If possible, ask several additional people to support you in the room as well as virtually. Additional support people could be colleagues or members of your strand presenting at COABE.
- Someone should monitor the virtual chat throughout the presentation and post links for remote attendees. This could be a support person throughout the presentation or co-presenters taking turns in the support role.
- Support people should have tech help email and/or phone number available to them in the case they need additional help.
- Provide handouts in digital format for both remote and in-person attendees. Consider paper handouts for your in-person participants.

Connect your audiences

- Turn on your camera on your laptop and spend time looking at your remote audience as well as your in-person audience.
- If you step away to walk the physical room, be sure to return periodically to connect with your remote attendees.



- Co presenters could log in from their laptop, show the crowd to the virtual attendees, and have the in-person crowd say "hello" so that the virtual attendees see who is there in person and feel included.
- Plan interactive participation for both audiences:
 - Live discussion in the in-person presenting room while remote attendees list thoughts in the chat.
 - Provide an interactive option for remote attendees to share thoughts by using a google doc or some other of the many live interactive options to share information.
 - Build time into your session debrief to hear report outs from your in-person participants as well as sharing the Google Doc on your presenting screen and reading the chat.
- **Make sure in-person attendees speak into the microphone or repeat what they say so remote attendees can hear.**

Additional Tips for Hybrid Presenting

- Have a positive attitude about the opportunity to reach more people and to provide access and inclusion for remote attendees who would not be able to hear your valuable information without a hybrid or virtual presenter.
- **Energy, energy, energy!** Sharing your enthusiasm and passion will motivate and engage both of your audiences.
- Attend additional training opportunities from COABE prior to the conference. There are office hours available on March 8 at 3 PM ET and daily presenter training on site each day of the conference.