

What does success look like?

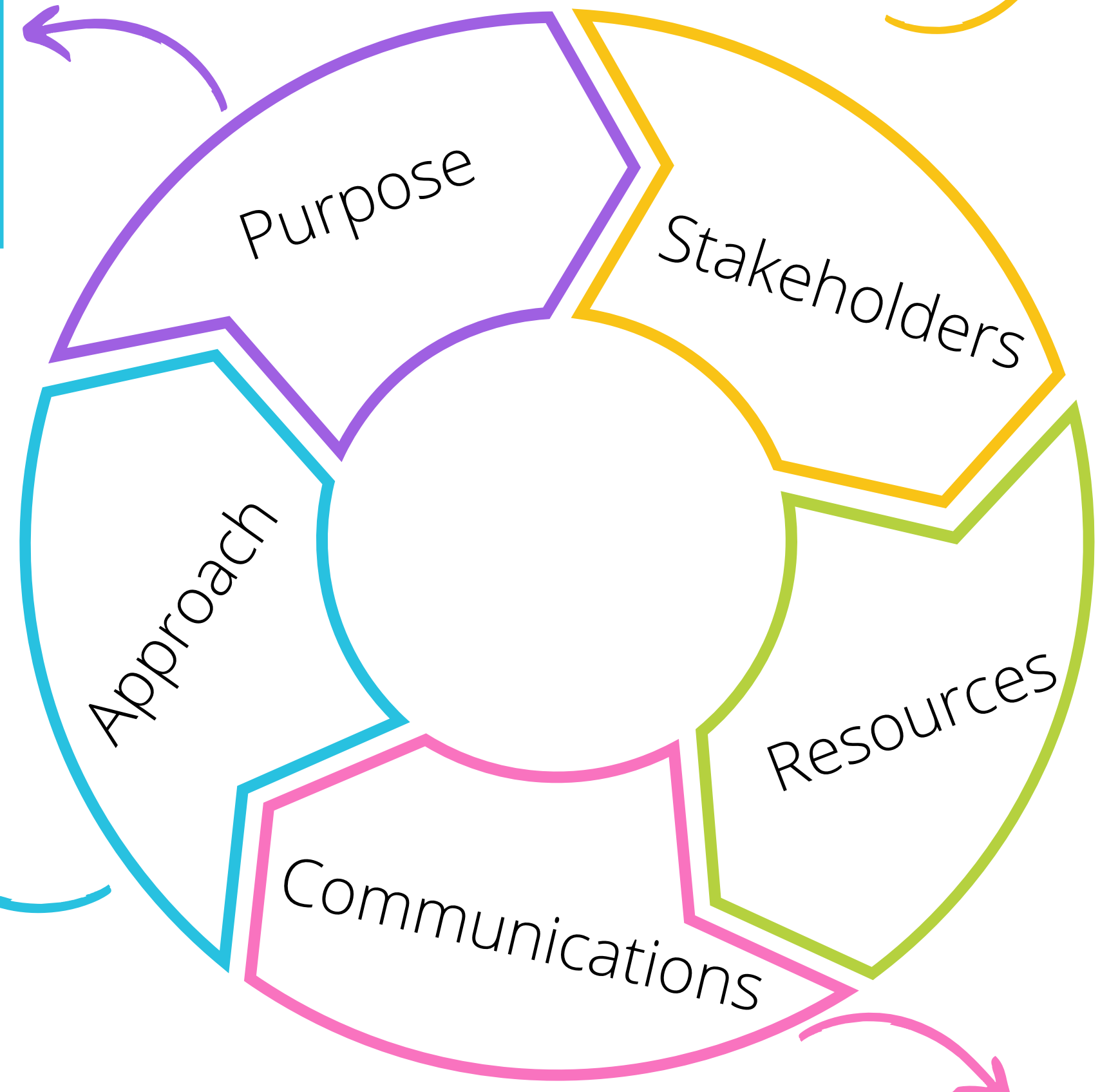
- High attendance rates?
- Quantity or quality of feedback collected?

- Who are you engaging?
- How could they be impacted?
- What is their level of influence?
- What are their needs?

Depending on needs and interests - consider whether hybrid will work for this population

What are you doing?

- Informing
- Collecting Information
- Decision Making



How? Will there be many moving pieces? If complex - consider breaking the event out into several and/or not doing hybrid.

What do you have readily available?

- Technology (Computers, projector, screen, microphones, cameras)
- Staffing
- Time

What do you need?

Consider what materials you'll need and whether participants would be able to access them equally via remote and in person participation.

- What is the key information?
- What are the stakeholders' self-interest?
- How will they best engage with the information?

If you don't have enough resources, consider alternative ways to do engagement (perhaps not a hybrid event at once)