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National PTA Resources on Hybrid Meetings

Micro-Learning Videos

Grow Your PTA

<https://www.pta.org/home/run-your-pta/membership-resources/micro-learning-videos>

These short, 15-minute training videos (with accompanying handouts) cover several topics to help you better manage membership while respecting your limited free time.

- **How to Host a Successful Hybrid Meeting or Event**

New! Check out the two-part training designed to help local PTAs host hybrid meetings and events like speaker presentations and panel discussions.

Be sure to watch both videos as part two builds on part one. Both are necessary to fully understand the needs of a hybrid meeting.

The key to successful hybrid events and meetings is everyone —no matter whether they attend virtually or in-person—can see and hear each other and equally participate with each other. This is not the same as live streaming, where virtual attendees are passive observers. Hybrid requires your PTA to run mirror-image, simultaneous virtual and in-person events/meetings. Do not do anything in one that cannot be done the other.

- *Voting should be planned in advance of any Hybrid meeting:*

- *Your meeting size will influence how you vote. Plan carefully. Remember, only members of the group meeting (executive board for a board meeting, members for an association meeting, committee members for a committee meeting, etc.) are allowed to vote.*
- *Your PTA's ground rules should explain how a voter will be identified, and what system you will use to vote. Roll call vote? Show of hands? Voice? Will the Virtual Facilitator assist? All this should clearly be stated in the Ground Rules.*
- *PTAs should consider their potential need for a ballot vote and prepare. The link and process to be used should go in the meeting Ground Rules.*

- [Part 1: Technology](#)

Focuses on the technology your PTA should consider as you plan.

- [Part 2: Facilitation](#)

Focuses on facilitation strategies to increase your hybrid success.

- Download the PDF after watching the videos: You are strongly encouraged to view the two recordings before using the document. The recorded trainings provide context and additional suggestions.

[How to Host a Successful Hybrid Meeting or Event](#)

Need help? Contact: leadership@ninthdistrictpta.org