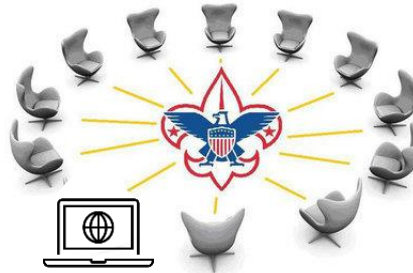

BEST PRACTICES FOR HYBRID ROUNDTABLE

THE ROLE OF ROUNDTABLE

The roundtable program is a key component of unit service.

Roundtable exists to:

- Provide information
- Capture information
- Offer additional program training
- Provide networking opportunities



When skillfully executed, the roundtable experience will inspire, motivate, and enable unit leaders to provide a stronger program for their youth.

CONDUCTING A HYBRID ROUNDTABLE

In this case, a “hybrid roundtable” indicates an event that includes participants in the same physical space as well as others simultaneously joining the meeting virtually. With these hybrid roundtables, communication is more important than ever due to the need to reach both in-person and remote attendees. Below are some tips and best practices for conducting effective hybrid roundtable meetings.

- Share roundtable meeting location and a remote link well in advance of your next roundtable. Keeping the same remote link each month is beneficial to the roundtable staff as well as participants, as it can be saved and relied on each month.
- Use email to remind regular participants and as well as Unit Key 3 members of upcoming roundtables. This keeps regular attendees informed as well as unit leadership and/or units that do not attend regularly or at all. Ideally, roundtable commissioners will inform regular participants via established distribution lists and your District Commissioner, Assistant District Commissioner for Roundtable, or unit commissioners will contact the respective unit Key 3s.
- Before your first hybrid roundtable, conduct a practice run to ensure all audio-visual (AV) equipment is working.
 - Equipment may consist of a laptop for each breakout (if they are in separate rooms) and an optional camera for focusing in on speakers.
 - Projectors can also be useful, as well as microphones for large groups.
- Hybrid roundtables require an online facilitator to move remote participants into virtual breakouts and to monitor and answer online questions being asked during whole-group parts of the meeting or during breakouts.

- Allow your largest breakout group to remain in the main meeting room to cut down on extra needed equipment for all breakouts.
- Encourage remote participants to sign on with their unit type and number and their name (e.g., Pack 000–First/Last Name). This helps the online facilitator(s) place individuals in the correct breakout rooms and also helps with recording attendance and knowing which unit they represent, which units were present, which units had the most attendees, etc.
- When possible, project the online presentation (as applicable) during the Opening, Hot Topic, Safety Moment, respective breakouts, and Closing so that the in-person attendees can see what the remote attendees are seeing. This provides a level of understanding and continuity amongst all participants.
- Ensure that in-person and remote participants are equally able to capture shared information from whole-group parts of the meeting as well as breakouts.
 - Visual aids, such as Post-it poster paper, can be used for in-person breakout rooms for sharing ideas. Photographs of these can be shared after the meeting with all in-person and remote participants.
 - If internet access is available for all participants, digital, interactive whiteboards (e.g., Jamboard, Padlet) allow both in-person and remote participants to contribute ideas in a way that they can save or access online to refer back to after the meeting.
- For districts with participants in distant areas (40+ minutes away), consider establishing satellite locations with proven Wi-Fi capabilities to provide an opportunity to participate without the inconvenience of a long drive or unreliable electronic access. Satellite locations can be established at a business, church, library, etc. and will likely require a commissioner or other volunteer to be present to facilitate at those sites.
- Follow up with all participants and Unit Key 3 within a day of roundtable with a recap of all information and ideas that were shared. This keeps all units informed and shows those who do not attend what they are missing and why attending roundtable is linked to unit success and health.

Remember, the fundamental purpose of roundtable is unit service! Serving units should be the inspiration behind all you do at roundtable!

RESOURCES

- Find roundtable resources on the BSA National Commissioner website’s Roundtable Support page: <https://www.scouting.org/commissioners/roundtable-support/>
- Join the Facebook group dedicated to BSA Unit Service, called BSA Roundtable News and Discussion: <https://www.facebook.com/groups/998658400617717>