

Best Practices for Hybrid Events

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When planning a hybrid event (simultaneous in-person and virtual audiences), **plan early and intentionally**. This format requires **double preparation**—both onsite and online.

Key Best Practices:

- Confirm AV capabilities before submitting your event form.

If hosting at a company site, ask *before* submitting:

- Does the company offer **AV support** and/or **virtual streaming components**?
- Is there a designated **tech or AV person** who will be available to assist?

If AV support is not available:

- Be prepared to bring your own **laptop, webcam, and microphone** setup (though not ideal)
 - Consider whether you can realistically support a virtual audience with limited tech
 - **You must select hybrid at the time of submission on your event form.**
 - Once the event is submitted as in-person or virtual, changing it to hybrid **is not a feature you can tack on after the fact.**
 - HBA Central may not have the bandwidth to convert formats post-submission.
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