Rotary | District 5950

"Going Hybrid" Buying Guide

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For the in-person meeting room, additional equipment and connectors are needed to optimize the sound, eliminate feedback loops and sync the meeting room with Zoom attendees. Suggested vendors: Amazon, Guitar Center, Best Buy … (Consider https://smile.amazon.com/ and some money is donated back to Rotary. For example Bloomington Rotary Foundation has a charity on Amazon.)

This equipment is as demonstrated in our full "Going Hybrid" video training. Watch the short, "How to do Meeting Tech Setup" demonstration videos and visit our District 5950 Going Hybrid Webpage for all resources. Check back … We plan to update the Buying Guide and add to the resources and "How to do Tech" Video library, as more clubs discover and share best practices.

Small club/room system (pictured below):

- Demonstrated in the "Small Meeting Tech Setup" video (6.22 min)

- Powered computer speakers – plug into headphone output (Any brand. Could also use Bluetooth-powered speaker)

- HDMI adapter to your big screen TV or projector (you may have an HDMI output on your laptop)

- Cell phone or webcam tripod. Select one for your fully charged phone or webcam.

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- Optional – USB microphone or lapel microphone with USB sound adapter:

Large club/room system:

Your meeting room may already have a sound system: Powered speakers or in-ceiling sound, corded or wireless microphone and a projector/AV. The following recommended equipment is needed to sync the sound between Zoom and in-person attendees. This is demonstrated in the "Large Meeting Tech Setup" video (9.18 min)

- Mixer – For up to two microphones: Harbinger L802 8-Channel Mixer with 2 XLR Mic Preamps (or equivalent powered mixer. Many quality brands). A single microphone input option may work, but a two-microphone system is expandable with more features.
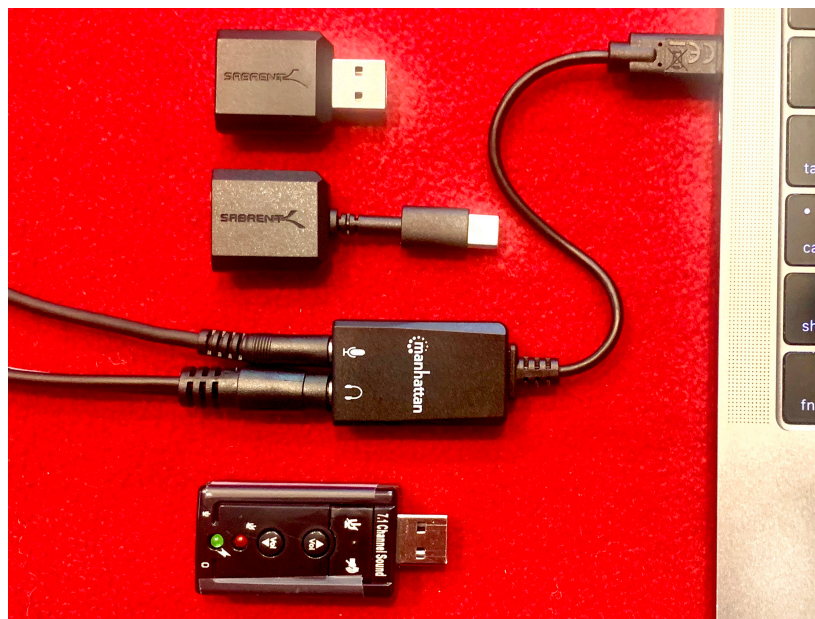

2

Tech needs:

1. One USB or USB-C Sound Adapter to connect microphone in and headphone out from computer. We suggest ordering two different adapters ($8 - $15 each). Here's three options, Get two — one as backup. (Our team tried several options and will continue to update the Buying Guide and Setup Videos. Check back from time to time for recommendations).

   [Sabrent USB External Stereo Sound Adapter for Windows and Mac. Plug and Play No Drivers Needed. (AU-MMSA)](#) (or USB-C version) and/or

   [Manhattan USB C to 3.5mm Audio Adapter with Mic-in and Audio-Out to Connect Headphones or Speakers to USB-C Devices Through USB-Aux Cable, Supports 2.1 Stereo Sound](#) and/or

   [zdyCGTime Hi-Speed USB 2.0 7.1-Channel Virtual USB 3D Stereo Audio Adapter External Sound Card with 3.5 mm Audio and Microphone Ports, Internal Amplifier and Volume Controls](#)

   Example of a USB or USB-C Sound Adapter in order listed above

2. Two cables to connect the mixer to the computer (one each):

   One auxiliary out cable to take the sound (microphones in room from the Mixer) to the microphone input in USB Sound Adapter and … One audio cable to take the headphone (Zoom sound) from the USB Sound Adapter to the Mixer. Choose and match length based on needs. (Select a longer 12 or 15 ft. for the cable options to reach podium computer, if you choose it as the co-host computer for sound). (Suggest Velcro Cable Ties to keep neat)

[LinkinPerk 3.5mm to 6.35mm TRS Stereo Audio Cable，6.35 1/4" Male to 3.5 1/8" Male Aux Jack for iPod, Laptop, Home Theater Devices, and Amplifiers (5m/15ft)](#)

(or equivalent) and a

[LinkinPerk 3.5mm 1/8" TRS Male to 2X 6.35mm 1/4" TS Male Mono Stereo Y-Cable Splitter Compatible for Home Stereo Systems, Laptop, Amplifier, Mixer Audio Recorder，MP3,etc (5M)(15ft)](#)

3. Microphone cable (1/4") from the mixer to the room sound wall input or powered speaker (XLR). (Choose length and brand based on needs).

    [Cable Matters 6.35mm (1/4 Inch) TRS to XLR Cable (XLR to TRS Cable) Male to Male 25 Feet](#)

4. Standard microphone cable - if not provided in the venue. (Choose length based on needs).

    [XLR Cable,CableCreation 20FT XLR Male to Female 3PIN Balanced Professional Microphone Cable for Recording Applications, Mixers, Speaker Systems, DMX Lights.](#)

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5. A pack of Velcro Cable Ties to keep your cords tidy

OneLeaf 60 Pcs Reusable Fastening Cable Ties with Hook and Loop, Multi-Purpose Cable Straps Wire Ties Cable Management, Adjustable Fastening Cord Ties for Computer/TV/ Electronics, 3 Sizes and 5 Colors (Check other options for you needs)

Putting it All Together

Note the USB Sound Adapter. The audio cable goes from the Auxiliary out on the Mixer to the microphone in on the USB Adapter. The headphones out audio cable goes from the USB Adapter and splits into the two ¼ inch inputs and plugged into inputs 5 & 6 on the Mixer. The Microphone Cable from the room sound plugs into Input 1 (or 1 & 2 with two Mics) and Mic volume for the mix is controlled there. The Zoom sound level into the mix is controlled by the 5-6 Dial. The Auxiliary Out Dial controls the Mic (room) volume heard by attendees on zoom. Master Volume controls the volume in the room. (See "Large Meeting Tech Setup" video).

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