

DG ANNE BERMINGHAM & JULIO BATRES-GAVIDIA

RUNNING CLUB MEETINGS WITH EXCELLENCE

And having fun doing it

ADAPTED FROM A PRESENTATION BY RALPH MONTESANTO & DAVID BERRY

HYBRID MEETINGS: A LITTLE BIT OF EVERYTHING

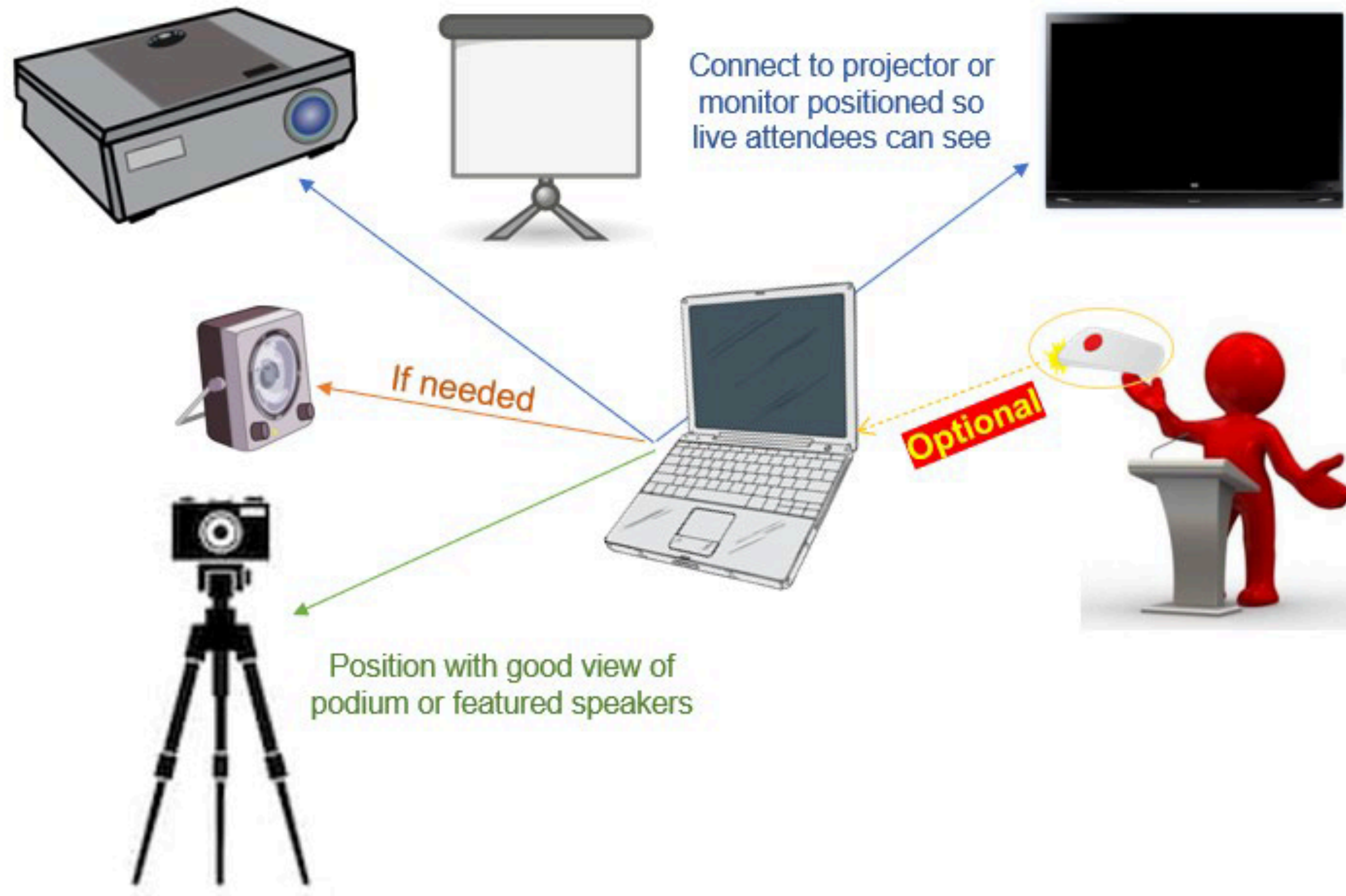
- **Once COVID-19 is under control**
- **What would a one or two month schedule look like?**
- **Who thinks this approach might work for their club?**

VIP: VIRTUAL AND IN-PERSON AT THE SAME TIME

- How is it done?

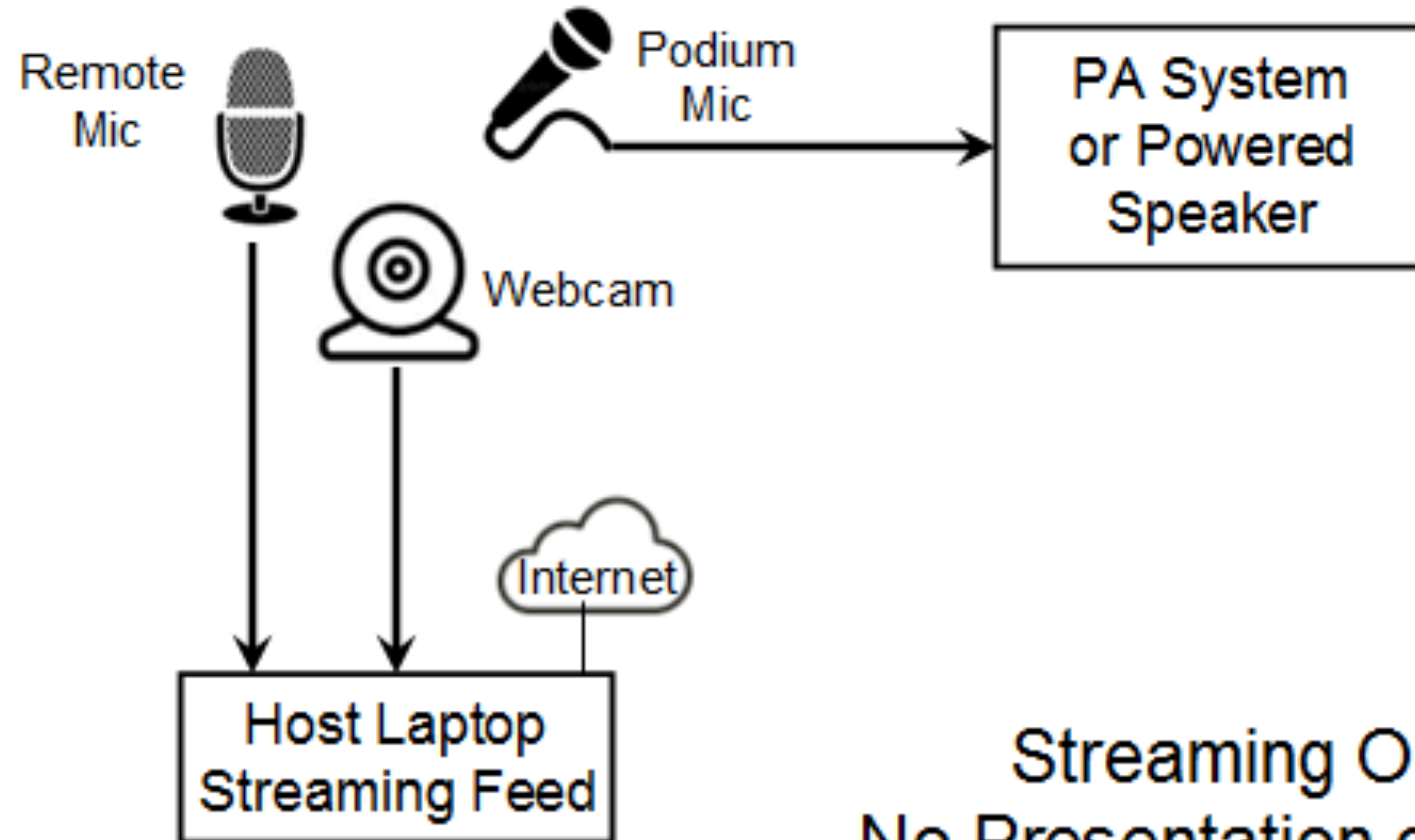
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MEETING SETUP



LEVEL 1

Simple - no local presentations or video

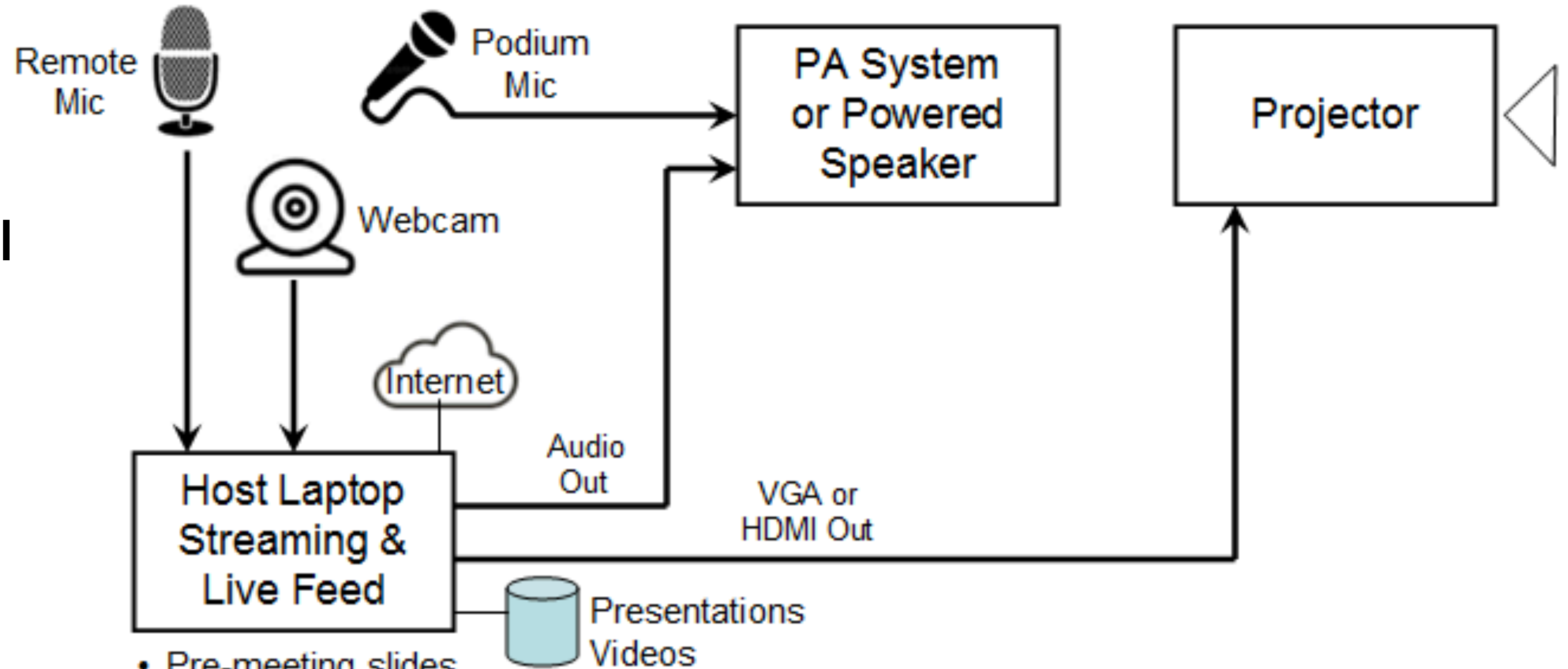


Streaming Only
No Presentation or Video

- Pre-meeting slides
- Screen Share to Zoom
- Host Zoom Meeting
- Operate Webcam
- Switch Speakers
- Mute/unmute participants
- Manage Chat

LEVEL 2

Basic - with local presentation or video

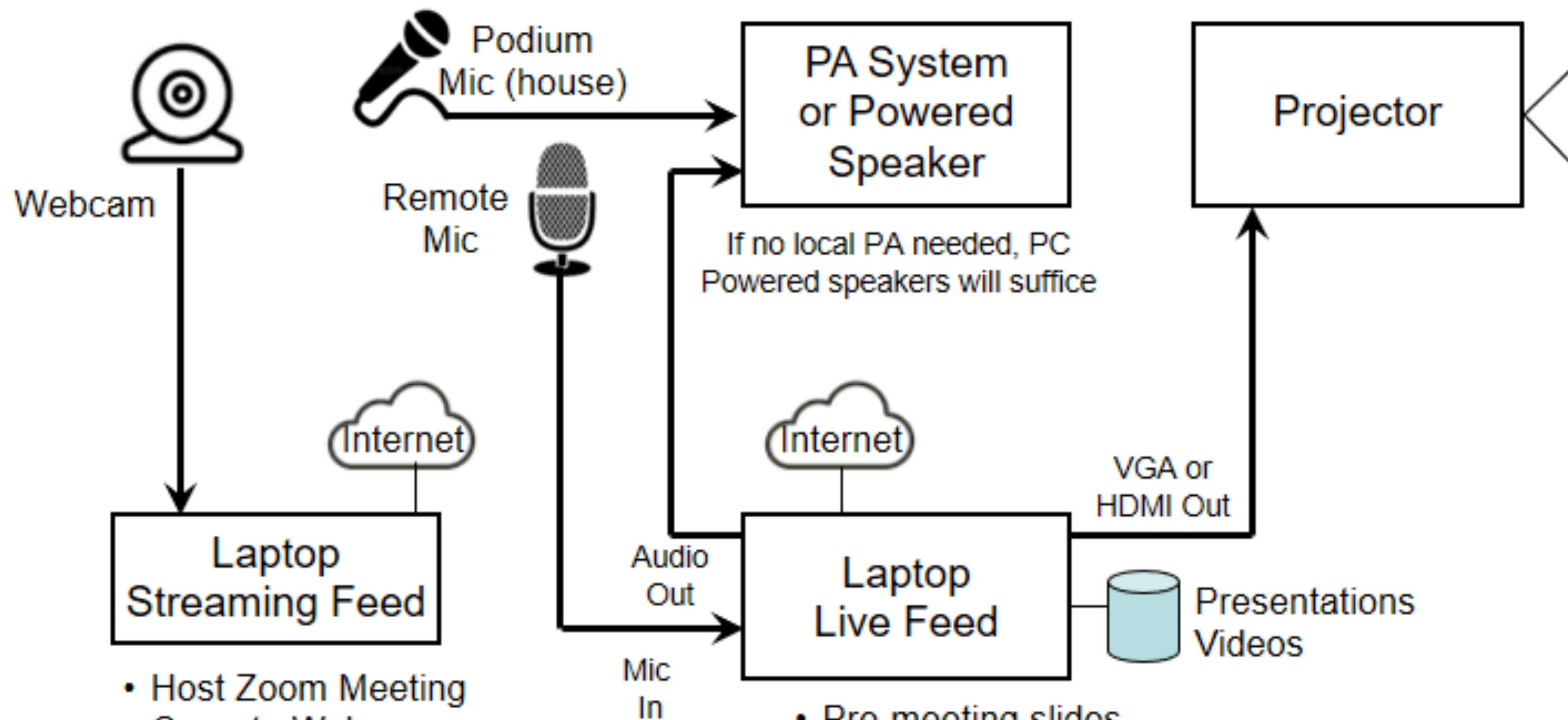


- Pre-meeting slides
- Host Zoom Meeting
- Operate Webcam
- Speaker Slides
- Videos
- Screen Share to Zoom
- When not screen sharing
 - Switch Speakers
 - Mute/Unmute Participants
 - Manage Chat

Streaming with
Local Presentation or Video
Single Operator

LEVEL 3

Intermediate -
With local
presentation or
video - 2 operators



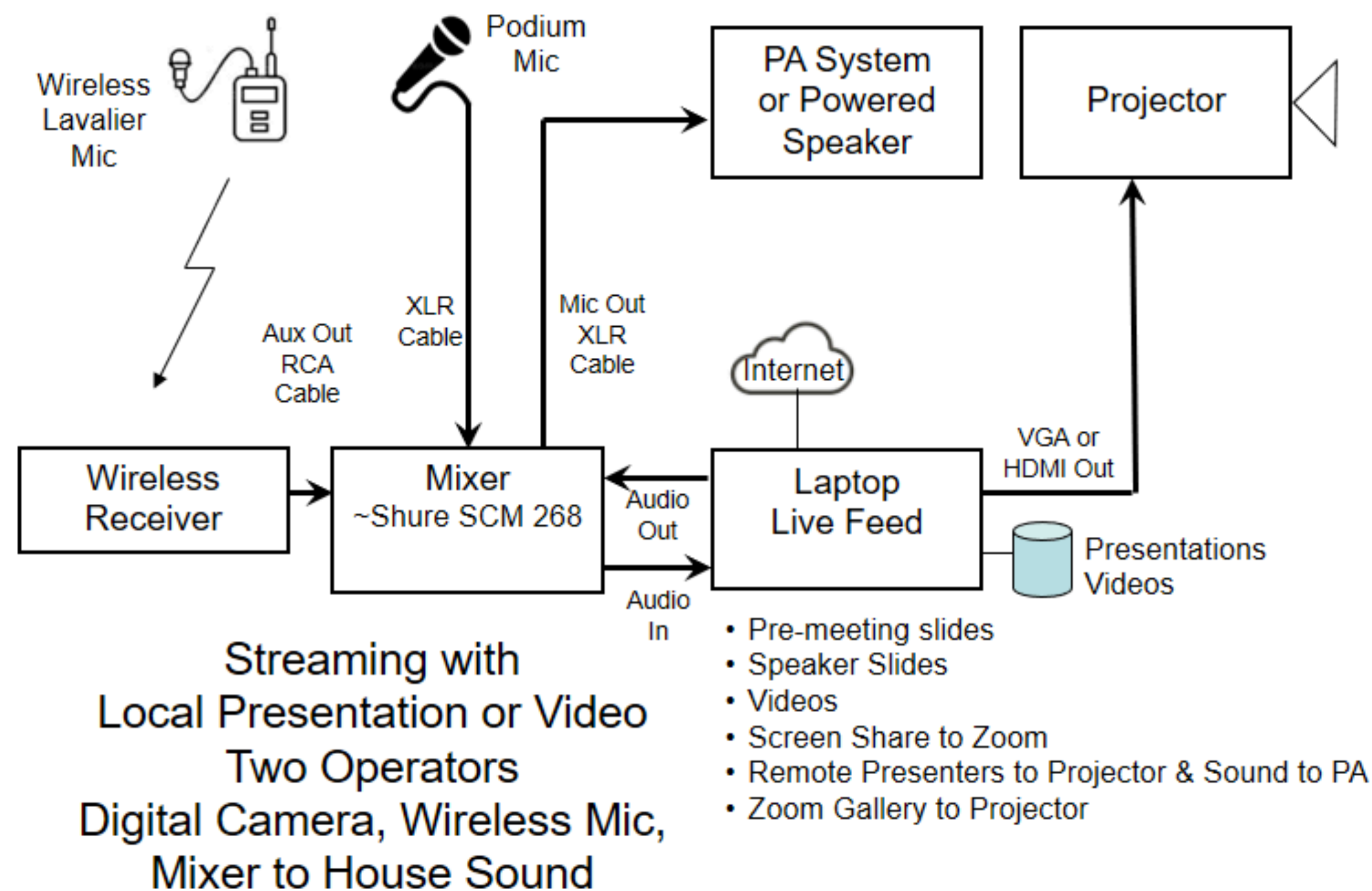
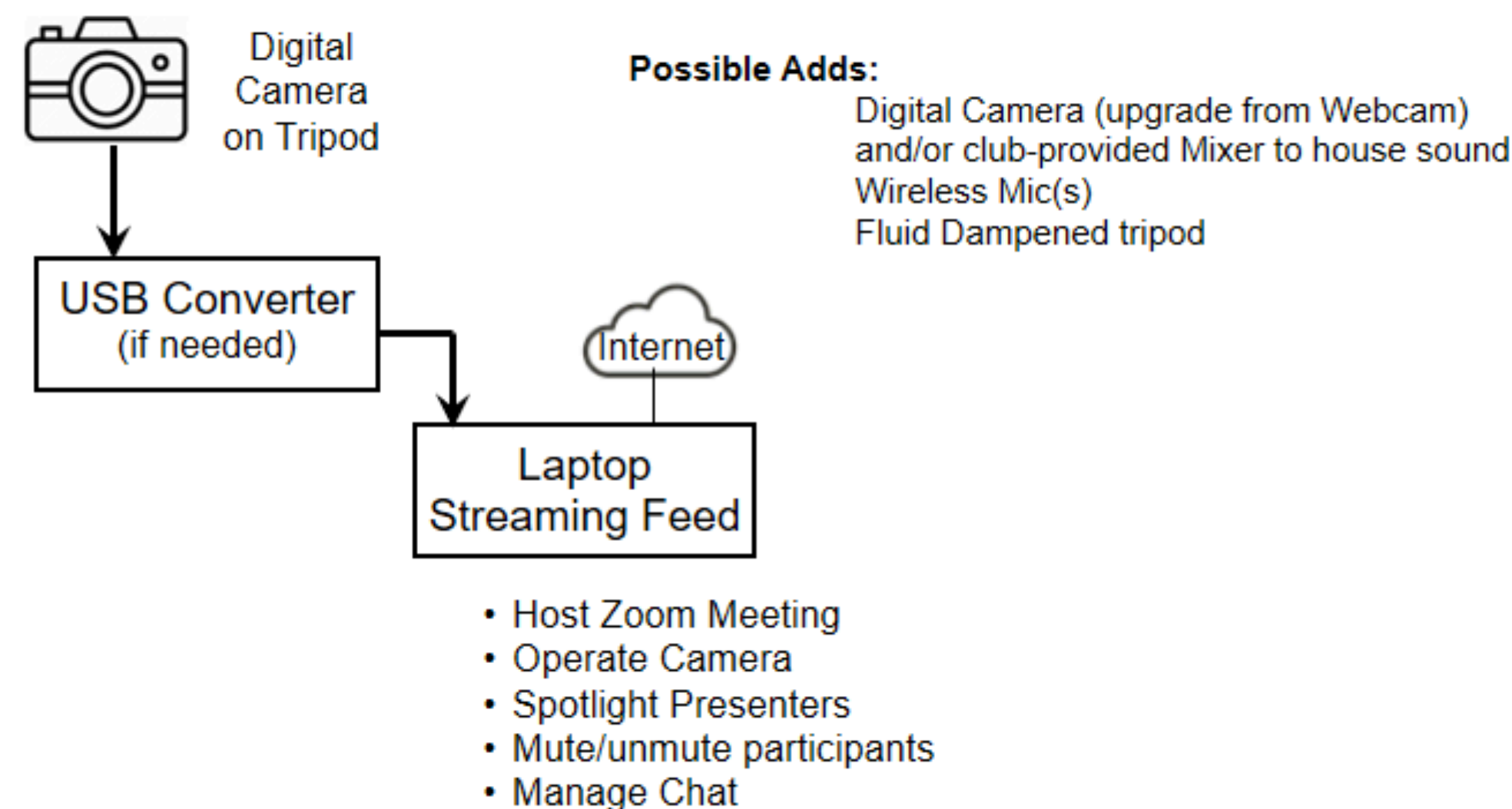
- Host Zoom Meeting
- Operate Webcam
- Spotlight Presenters
- Mute/unmute participants
- Manage Chat

- Pre-meeting slides
- Speaker Intro Slides
- Videos
- Screen Share to Zoom
- Remote Presenters to Projector & Sound to to PA or powered speakers
- Zoom Gallery to Projector

Streaming with
Local Presentation or Video
Two Operators

LEVEL 4

Advanced - - With
local presentation
or video - 2
operators



MEETING PRODUCTION BEST PRACTICES

- * Secure all slides/videos the day before the meeting and run them in slide show mode for quality assurance. Touch up if needed (typos, font sizes, etc.)
- * Set up meeting to open with all participants muted (cannot unmute) and in waiting room with
- * recording on (prevents forgetting to start recording)
- * Open meeting 1 hour before live meeting opens
- * Rename host laptop as "Host"
- * Rename A/V laptop as "Presentation"
- * Get all presenters connected, set as Co-Hosts with ability to unmute themselves
- * Check out all presenters' sound and video - lighting, etc.
- * Check out room sound from A/V laptop and podium/wireless mics
- * Check out projector with screen share from A/V laptop - dry run slides and videos
- * Consider a backup phone conference setup between host and AV operators (if separated) and remote presenters -- FreeConferenceCall.com. If something goes wrong, you have a live phone connection to all players
- * When everyone and everything is ready, turn off waiting room and admit all waiting

HOST OPERATOR DUTIES

- * Set up & check out meeting per above
- * Unmute for local speaker - remote mic or mixer
- * **IMPORTANT:** Mute the host machine when sound is running from the A/V laptop over the PA system - otherwise, the virtual audience will hear sound from both the A/V laptop and the microphone picking up sound from speakers, with an annoying time delay and perhaps some feedback.
- * Use "Spotlight" to immediately switch the thumbnail image to remote speakers. The "Participants" window has a typeahead search to make it easy to find them.
- * Use chat or phone to communicate with and cue remote presenters, making sure they are unmuted before they begin speaking.
- * When the meeting is over, you can "undo" the mute and allow the virtual audience to talk among themselves.

A/V OPERATOR DUTIES

- * Secure and dry run all slides and videos in advance. This eliminates the scramble when the
- * speaker arrives late, tosses you a USB drive that may or may not contain his slides or video
- * Run a "handout" print of all slides, so you know what is coming up and can easily follow remote presenters or assist a live presenter if there is a slide clicker problem. Good place for cues and notes
- * Set up A/V laptop so sound from music or videos goes to virtual audience
- * Check audio levels with both PA system and virtual audience
- * Mute the laptop mic and stay muted
- * Use Full Screen Mode
- * Share your screen when videos or slides are running for both virtual audience and projector
- * Unshare and show either speaker view or gallery view of remote audience on projection screen.
- * Switch on occasion for some variety
- * **Best Practice -- Avoid swapping screen shares with remote presenters if at all possible. If remote presenters are using slides, they can run them locally (only they see them) and do their voice-over presentation. Their webcam view will be in the thumbnail alongside their slides (use spotlight to ensure that). The virtual and live audience will see the slides from the A/V laptop screen share as the A/V operator "follows" the remote presenter. During longer slide durations, unshare the screen and the remote presenter will go full screen in speaker view.**

LET'S HAVE SOME FUN

- Virtual Backgrounds
- Video Filter
- Reaction
- Silly Games
- Any Other Things?
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CLOSING REMARKS — THE GOALS FOR THE SESSION

- To look at a variety club meeting formats
- To provide organization, variety and fun