

“Going Hybrid” Hybrid Meeting Setup and Tips

SIMPLE SETUP - Small Room setup (Using 2 laptops or 1 laptop and 1 tablet/cellphone with a camera):

- Make sure the meeting room has strong wi-fi with high speed internet.
- One laptop will be located at the podium (“Podium Laptop”). The Podium Laptop will be logged into Zoom as a “participant” (not the host of the meeting with meeting controls). Laptops work best, though a tablet or cellphone with a camera can be used.
- The Podium Laptop will utilize its camera and built-in microphone for audio and video of speakers at the podium.
- For small room set ups, use powered computer speakers so the participants in the room can hear the Zoom participants. For larger rooms, you will want a microphone for the PA in the room.
- The Podium Laptop will have a “video out” cable attached to a projector or video display in the room so in-person meeting participants can see Zoom meeting participants projected on a screen.
- The second laptop (“Host Laptop”) is located in a convenient location or the back of the meeting room, and will be the host of the Zoom session.
- The Host Laptop operator will be responsible for monitoring Zoom participants who fail to mute their microphone (and for other Zoom functions and controls).
- The Host Laptop mic should be muted with speaker volume off to avoid a feedback loop.
- The Host Laptop will have PowerPoint presentations or other audio/video programs for the meeting, and the Host Laptop operator will share the Host Laptop screen in Zoom with the Zoom participants. This will also result in the Podium Laptop displaying the PowerPoint on the screen in the meeting room.
- Be sure to remind speakers at the podium to repeat questions from meeting room participants so Zoom participants can hear the questions. The Host Laptop operator will be responsible for monitoring the Zoom chat and relaying questions submitted by Zoom participants to the meeting room speakers.

SIMPLE SETUP PLUS REMOTE MIC AND WEBCAM:

Note: A cellphone with a camera or a tablet can be used in place of a webcam. Using a webcam/cellphone/tablet is optional but without it, Zoom participants will be unable to see in-room meeting participants.

Please refer to the above SIMPLE SETUP above, with the following additional considerations:

- The Host Laptop should have audio, webcam, remote mic and projector attached (all audio and webcam video go through the Host Laptop).
- To use a remote mic and PA requires a mixer so the sound from the microphone is mixed with the Zoom sound and connected to the Host Laptop. This removes feedback loops and lag time. The sound and video are synced from the Zoom community to the in-person community.
- Mount remote mic at podium and turn Podium Laptop audio OFF.
- Place webcam/cellphone/tablet on a tripod facing the meeting room (so Zoom participants can see the meeting room and participants/speakers at the podium). Turn webcam/cellphone/tablet audio OFF. Consider rotating the camera during the meeting.

HYBRID MEETING TIPS:

1. Schedule Zoom meeting and send Zoom invitation to club members/guests. Send a reminder including the Zoom link the day of the meeting.
2. Shortly before in-person meeting begins, launch Zoom meeting from Host Laptop.
3. Check with meeting site to see if you can use its in-house speaker system or if an audio mixer is available. Audio will run into Host Laptop and out through room speakers.
4. Place the webcam/cellphone/tablet with a camera in a location where the entire room can be seen.
5. If not using Podium Laptop for audio, Podium Laptop and webcam/cellphone/tablet audio should be turned OFF (all audio will go through Host Laptop). Therefore, when logging into Zoom from Podium Laptop, select “Don’t connect to audio” option before entering Zoom meeting, or after entering the meeting, select “Disconnect audio.”
6. Consider opening Zoom early, so Zoom participants have the opportunity to chat among themselves before the start of the meeting.
7. Build in time before the first hybrid meeting to test the system to make sure it works well and people are comfortable running the hardware and software. Expect glitches for the first several meetings – participants will be gracious and grateful for the hybrid option!

Thanks to Rotary Districts 5960 and 6690 – portions of their hybrid meeting documents were used to create this document.