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# District 9810 2021 Training Assembly

## Topic: Running Hybrid Meetings

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Tools, techniques and tips for  
holding effective hybrid meetings

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D9810 Technology Committee



# WHAT IS A HYBRID\* MEETING?

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In a hybrid meeting, some people attend in person at a physical location while other participants join the meeting online through an application such as Zoom, Microsoft Teams or Google Meet.

It is important that all participants, whether online or in person, enjoy a satisfactory meeting experience.

\* Sometimes referred to as a V/IP (virtual/in-person) meeting.



# LEARNING OBJECTIVES

**By the end of the session attendees will:**

- **Be aware of ways to configure a meeting room for hybrid meeting use,**
- **Have an idea of the equipment required and how it should be set up,**
- **Understand some useful techniques and best practices for running hybrid meetings,**
- **Know where to go for more information.**

# TOPICS TO BE COVERED



- The venue – meeting room logistics
- The equipment
- Configurations and procedures for:
  - Using one or two PC screens
  - Having one or two operators
  - Mostly in-the-room audience vs larger online audience
- Managing presenter/s and audience:
  - In the room vs online
  - Q&A session protocols
  - Conducting polls and elections
  - Using breakout rooms in a hybrid environment

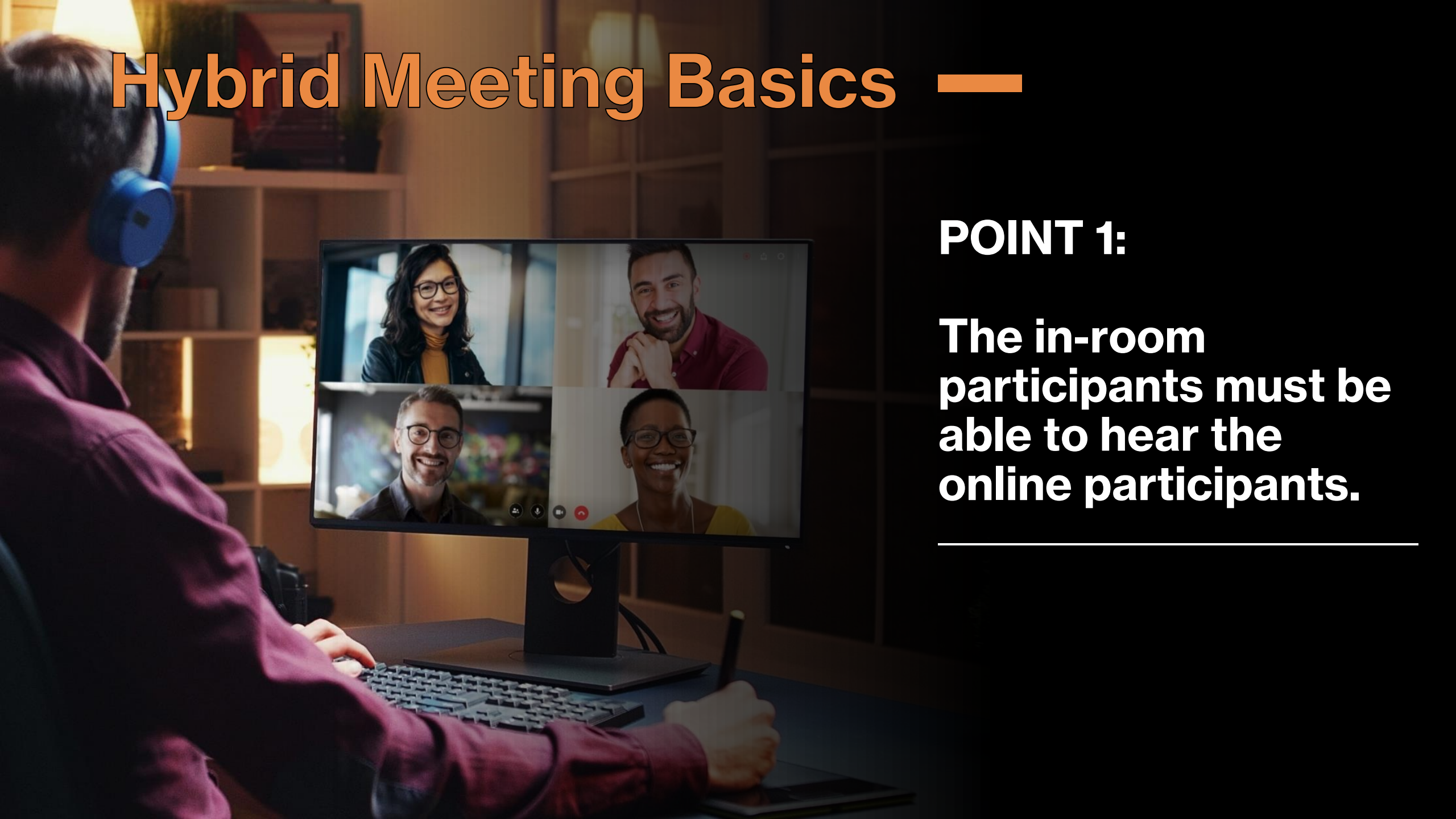


# Hybrid Meeting Basics —

## POINT 1:

**The in-room participants must be able to hear the online participants.**

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# For this to work:

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- **Have an external PC speaker placed so the in-room participants can hear the online conversation. If a speaker is not provided by the venue, purchase one.**
  - Bluetooth connection is good, as there are no cables to trip over.
  - A speaker with a built-in microphone is also good, as it provides audio feedback from the room to the Zoom participants as well.
- **Traditional Zoom etiquette applies - muted unless you are speaking and camera on. This applies to the in-room participants as well as those attending online.**
- **Get EVERYONE (in-room and remote) into the habit of identifying themselves before they make a point or ask a question.**



## POINT 2:

**The online participants must be able to hear the in-room participants.**

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# For this to work:

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- **Have someone in the role of “producer”.** They should be experienced with both the technology being used for the meeting, and how to handle the equipment in the room (e.g., cameras, microphones, laptops, etc.) and the video conferencing platform (i.e. Zoom / Meet / Teams / etc).
- **Enable chat.** Make sure the chat functionality is turned on in whichever platform you use. Having a chat backchannel is the best way to keep virtual attendees engaged and is arguably the biggest benefit of attending remotely that in-person attendees will usually miss.
- **Equalize the Q&A.** When you have question and answer segments during the meeting, make sure to ask for questions from the remote audience. Maintain a balance between the two audiences.





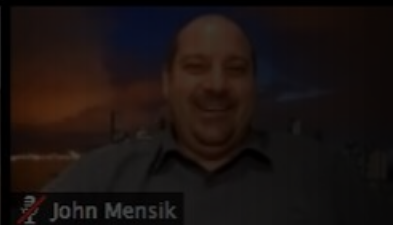
Josh Witty



Elizabeth Swan



Lynna Hu



John Mensik



Jeff Beck



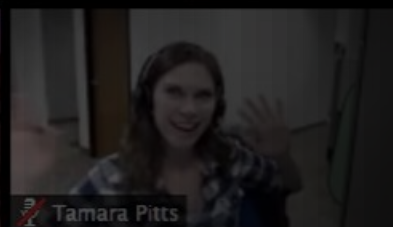
Rob Rinsky



Mitchel Mayes



Angeline Huynh



Tamara Pitts



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Shari Clare



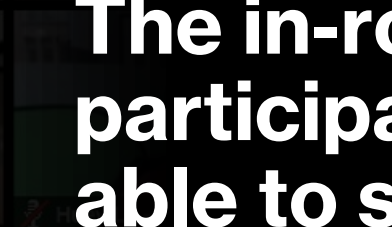
Winston Twu



James Desmond - Denver



Rozette Pasahol



Matt Caballe



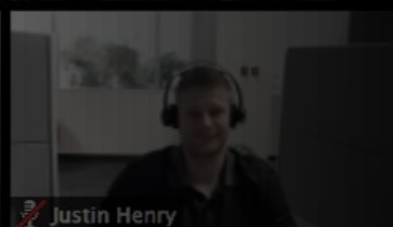
Jenny Eggimann



Subriah Esharc



Heather Jarrett



Justin Henry



Farah Farah



George Bassil



Kerushan Bisetty



John Poje



Brian McIntyre



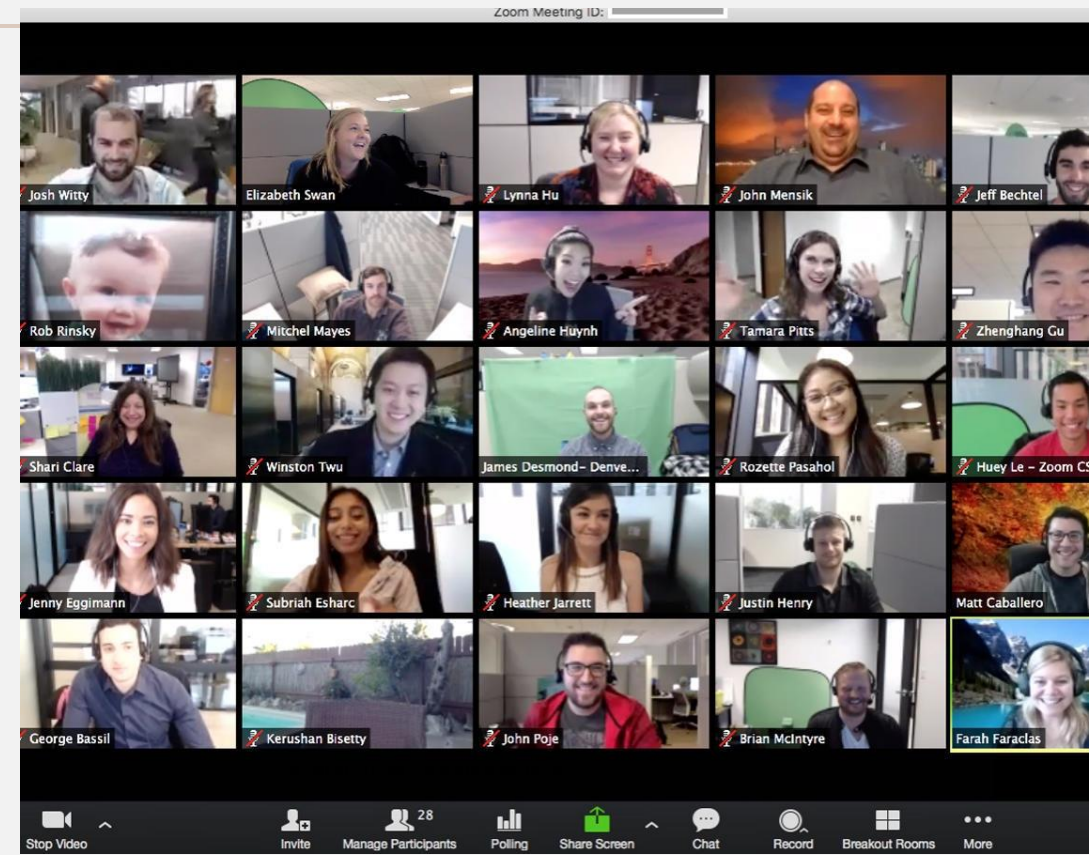
Farah Farah

## POINT 3:

The in-room participants must be able to see the online participants.

# For this to work:

- You need to project the online participants full-screen on your presentation screen in gallery mode.
- Your laptop should be capable of displaying the maximum gallery size (ie have at least a quad CPU).





## POINT 4:

**The online participants must be able to see the in-room participants.**

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# For this to work:

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- **Have an external digital camera or webcam connected to the PC.**
- **This camera should be either facing the room or mounted on a tripod and able to be turned toward whoever is speaking.**
- **This view should be "spotlighted" in Zoom by the host ensuring it is the primary view for all online participants.**



# Meeting Room Logistics – Items to be considered:

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- **Physical configuration and camera placement**
  - Front of room – stage / lectern / etc - how to make speakers visible to the online audience?
  - Tables – how to make in-room participants visible to the online audience?
- **Acoustics and lighting – are they OK or do they need attention?**
  - Any visual or acoustic obstacles in the room? – dark/bright/quiet spots, bar/food service, etc
- **In-room technology:**
  - Wi-Fi available and reliable?
  - Large screen TV, electronic whiteboard or projector?
  - Location and quality of cameras, microphones and speakers
  - PC/s, tablets and other devices, plus operator/s
  - Is there a control 'desk' for lighting and sound equipment?
  - Power outlets, cabling , wireless connections



# Discussion 1: How can you arrange your room?

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**Consider:**

- **Where is the presentation screen located?**
- **Lectern / stage / head table / other tables configuration**
- **Lighting, microphone and camera placement**
- **Other considerations?**



# Technology – Items to be considered:

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- Internet connection
- PCs, Tablets and Phones
- Cameras
- Microphones
- Speakers
- Other equipment:  
Cabling, lighting, mixers, etc

# Internet connection

**THIS IS ESSENTIAL!**

**Your internet connection must be stable and able to handle video calls.**

**If the venue's system is not suitable, invest in a Wi-Fi hotspot.**

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Attempting to run a hybrid meeting without fast, reliable internet is counter-productive. Your members will be turned off by the experience.





# Equipment:

## Laptop PCs & accessories



Your Zoom host and AV computers should have:

- Adequate processor
- Up to date software
- USB and HDMI ports
- 3.5mm RCA audio port

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You will probably need an external USB hub to provide extra connections for your AV devices and your guest speaker's presentation.

You will need a wireless slide presenter.

A wireless/Bluetooth mouse is useful.

# Equipment:

## Webcams / digital cameras



You need a camera to show the speaker and in-room audience to your online attendees.

Can be a webcam or a digital camera.

Either way, it should be able to be mounted on a tripod.

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Webcams may include integrated microphones.

You may also need a tripod to mount the camera on.

# Equipment:

## Microphones



You need a microphone for the online audience to hear the in-room conversation.

Microphone connections may be wireless, RCA or USB.

RCA or USB is recommended for non-professional use.

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There are MANY styles of microphones to choose from!

If you have to run a long USB extension, you will need to use an ACTIVE (ie powered) lead.

# Equipment:

## Speakers



You need speaker/s for the in-room audience to hear the online conversation and AV audio.

Speakers may be connected via audio-out (3.5mm RCA plug), Bluetooth or USB.

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There are MANY styles of speakers to choose from!

If you have to run a long USB extension, you will need to use an ACTIVE (ie powered) lead.





# Other Equipment:

## Lighting, Mixers, Cabling, etc

Assess whatever other items you may need for your unique situation.

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Power leads, USB and other cables should all be covered with cable covers to remove tripping hazards.

# Putting it together– Room + Technology

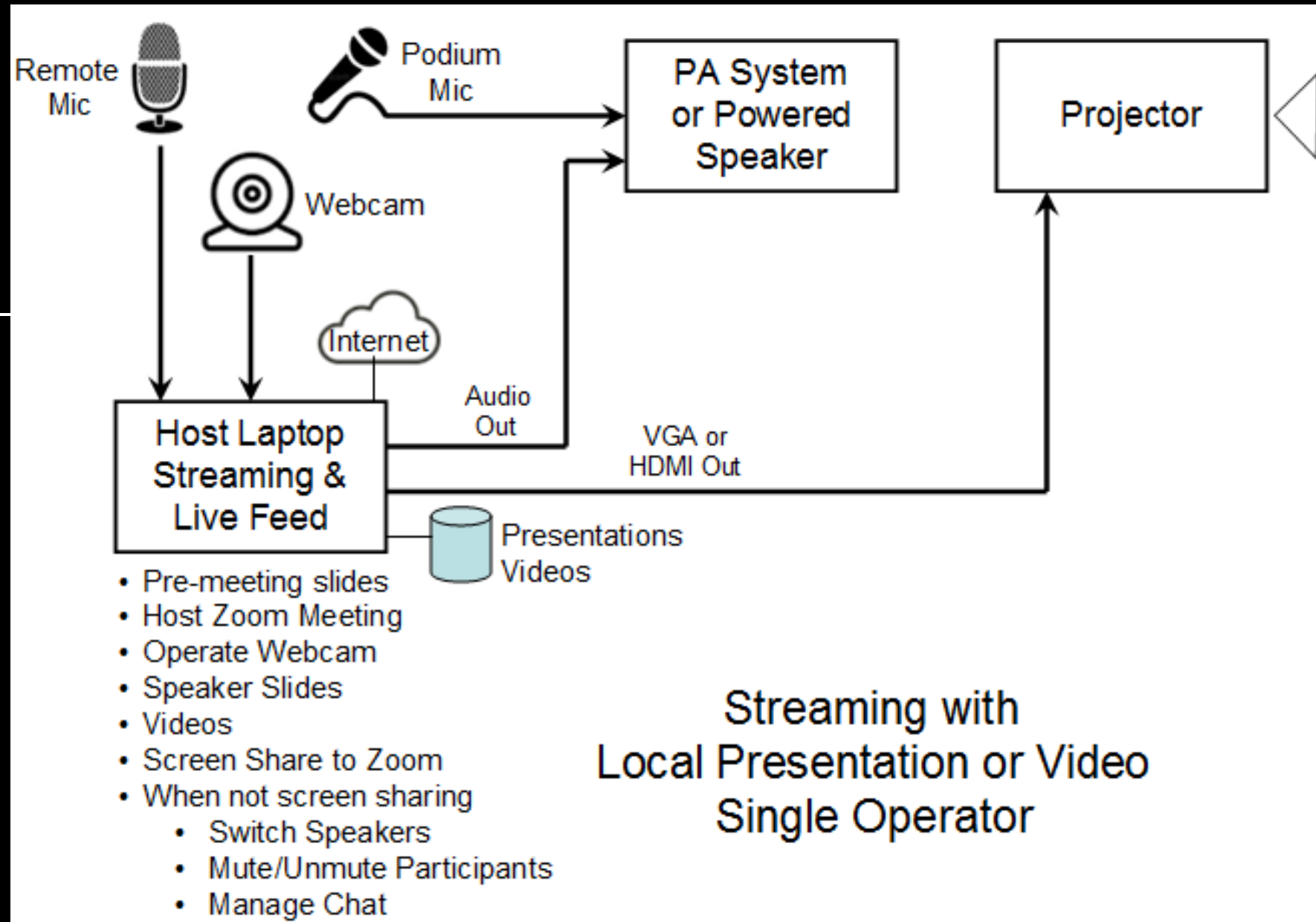
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- **Basic configurations**
  - Meeting host and AV all on one portable computer
- **Using 2 laptops**
  - Separate meeting host and AV producer
- **More advanced AV and online audience production**
  - Suitable for larger audience meetings and/or webinars

## A Basic Set-up

- Single PC feeds AV media to the projector and switches to "gallery view" so the live audience can see the virtual audience.
- Remote presenters can be seen on the projector screen and heard through the meeting room PA system.

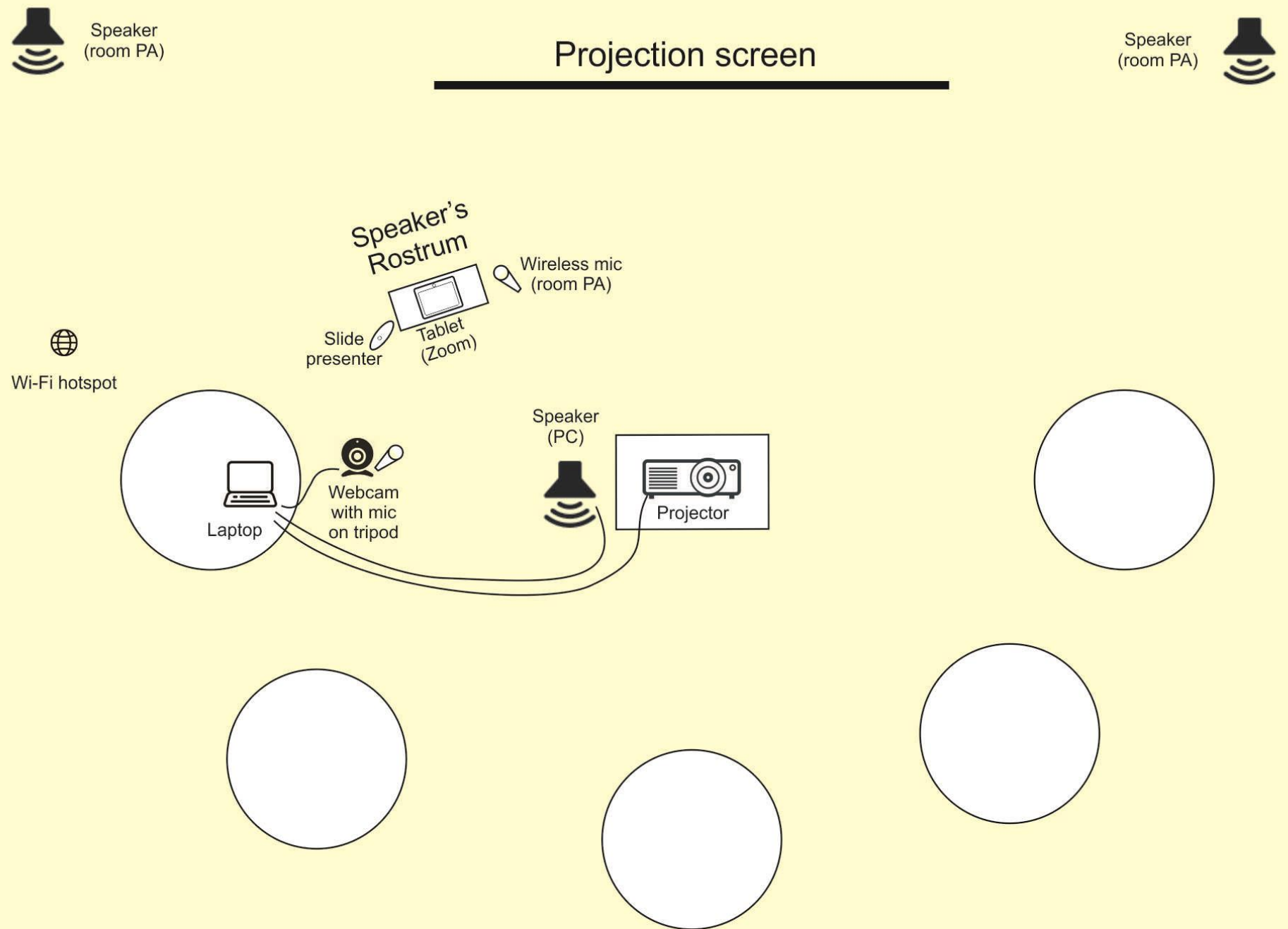
While simple in appearance, the load of managing the sound and video feeds for the virtual audience and locally can be overwhelming.





# Example 1

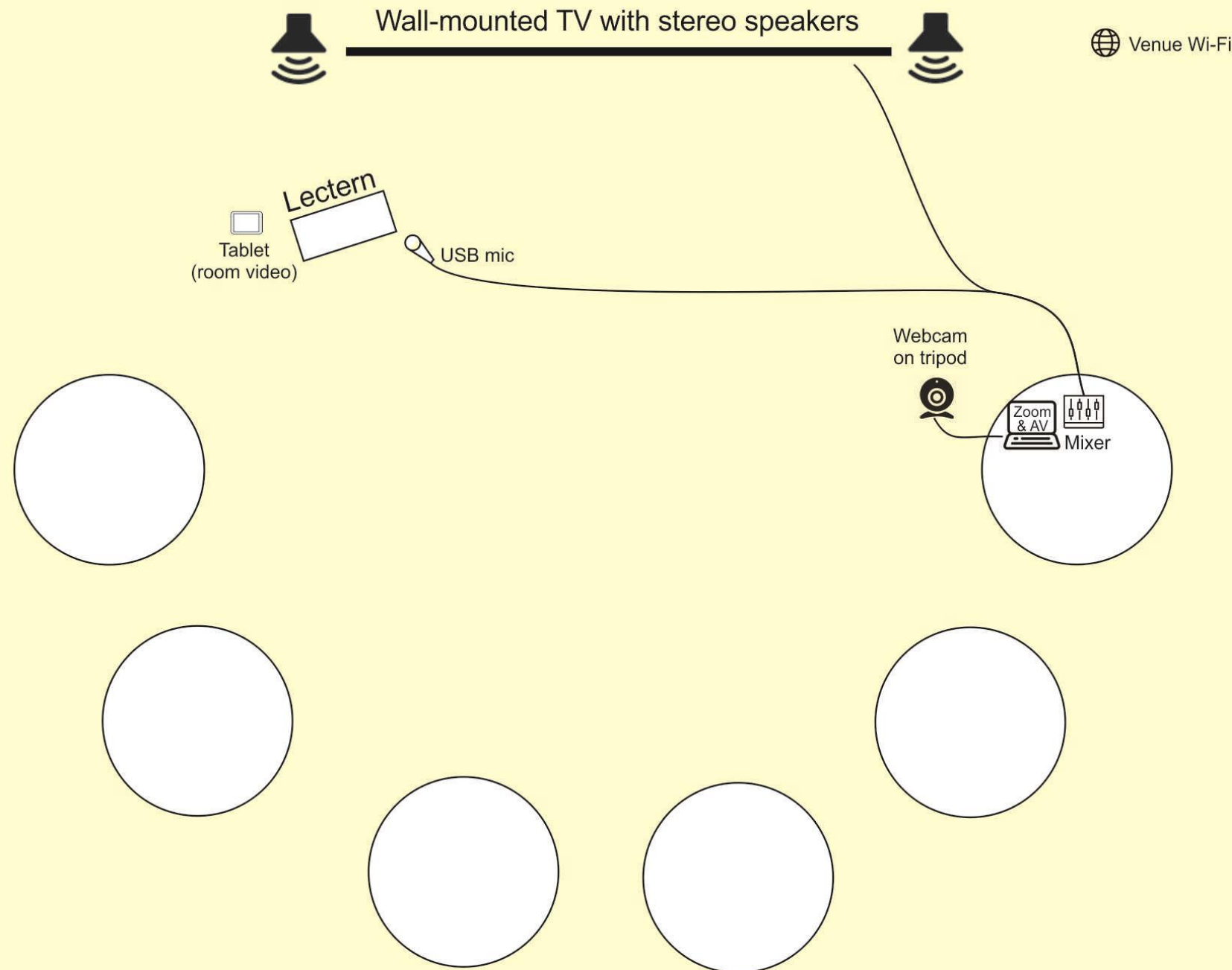
- Single laptop PC
- Wi-Fi hotspot (4G / 5G)
- Screen & projector for in-room video
- Webcam & microphone for Zoom feeds
- Webcam mounted on a tripod so it may be swiveled
- Room PA (wireless microphone)
- Separate speaker for PC audio
- Tablet on the rostrum for Zoom video feedback to speakers
- Remote slide presenter for speaker to control slideshow





## Example 2

- Single PC
- Venue-provided WI-FI
- Wall-mounted large screen
- Webcam on tripod for view of speaker and/or room
- Tablet on lectern (logged in to Zoom)
- Lectern-mounted microphone
- PC audio integrated with room PA



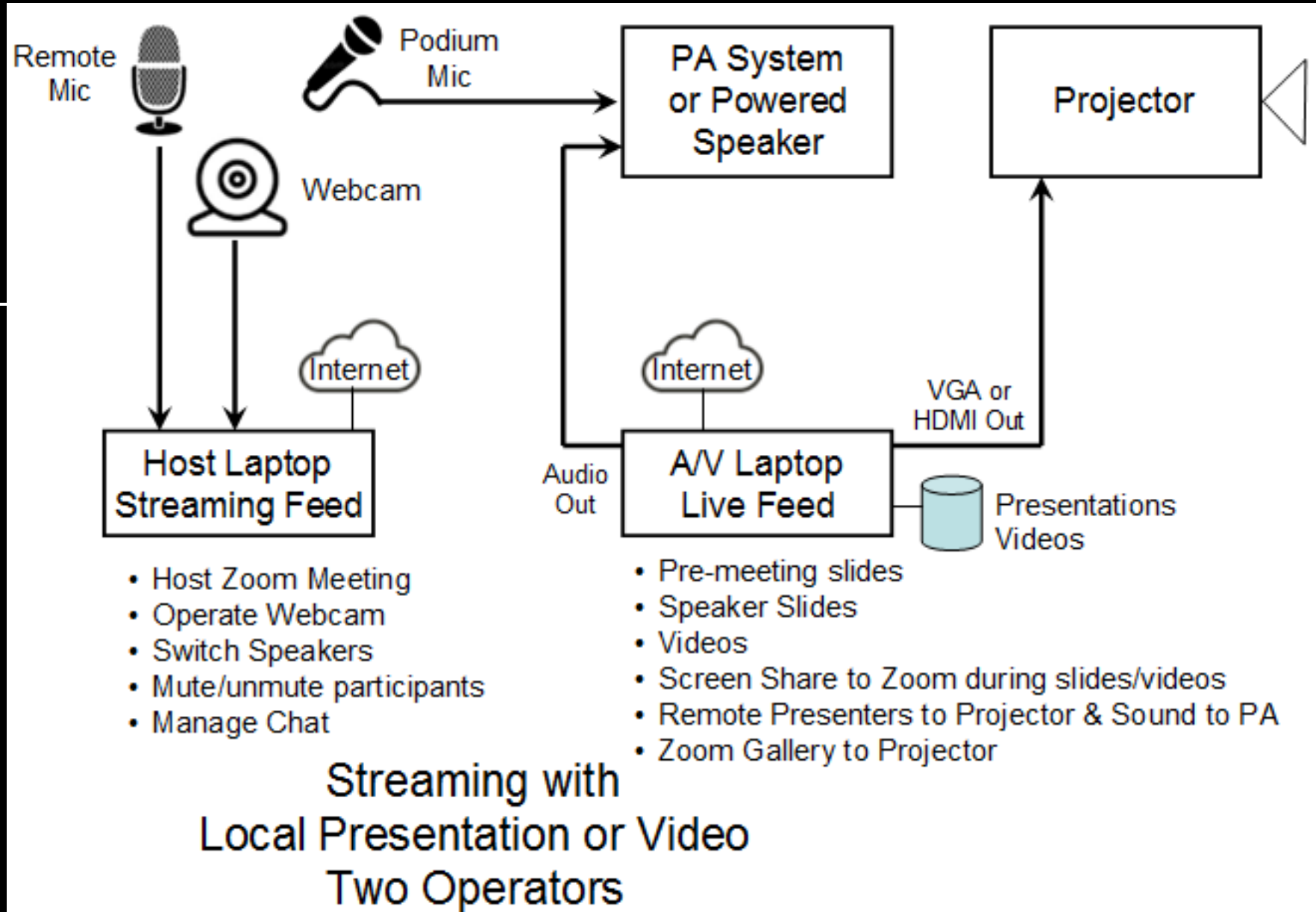
# Using 2 Laptops and Operators

- **The meeting host :**

- chats with remote presenters,
- keeps the webcam on the in-room presenter,
- spotlights online participants as required and mutes them after they've spoken,
- generally keeps the meeting running without problems.

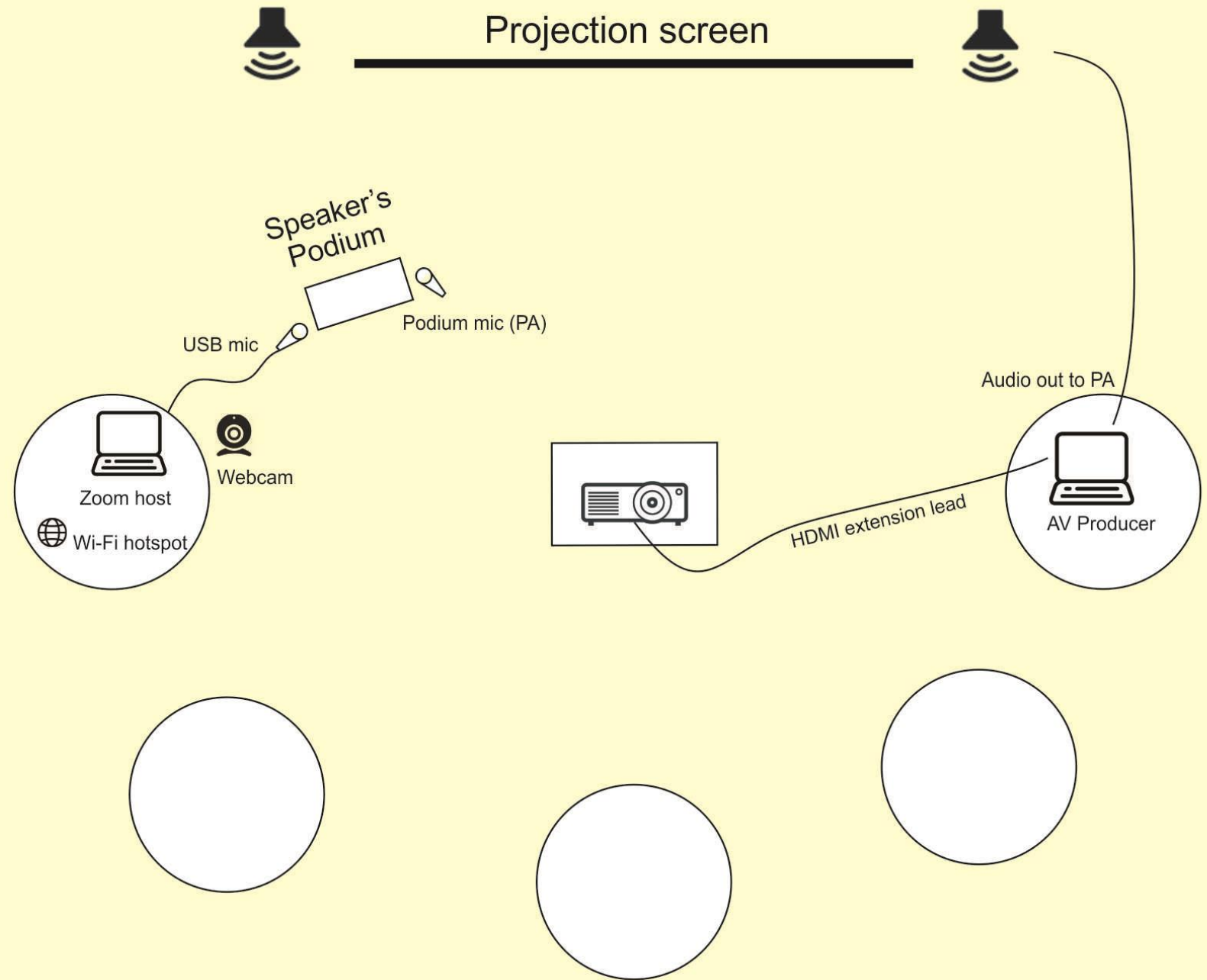
- **The AV producer:**

- focuses on getting local media cued up and covering in case of a slide clicker problem,
- manages audio levels for the live audience,
- shares the screen with the virtual audience for local presentations and
- fills the live meeting screen with a "gallery" of virtual participants when there's no media on screen.



## Example 3

- Two PCs –
  - Zoom host
  - AV producer
- Wi-Fi hotspot
- Webcam on tripod for view of speaker / room
- Lectern-mounted microphone
- PC audio integrated with room PA

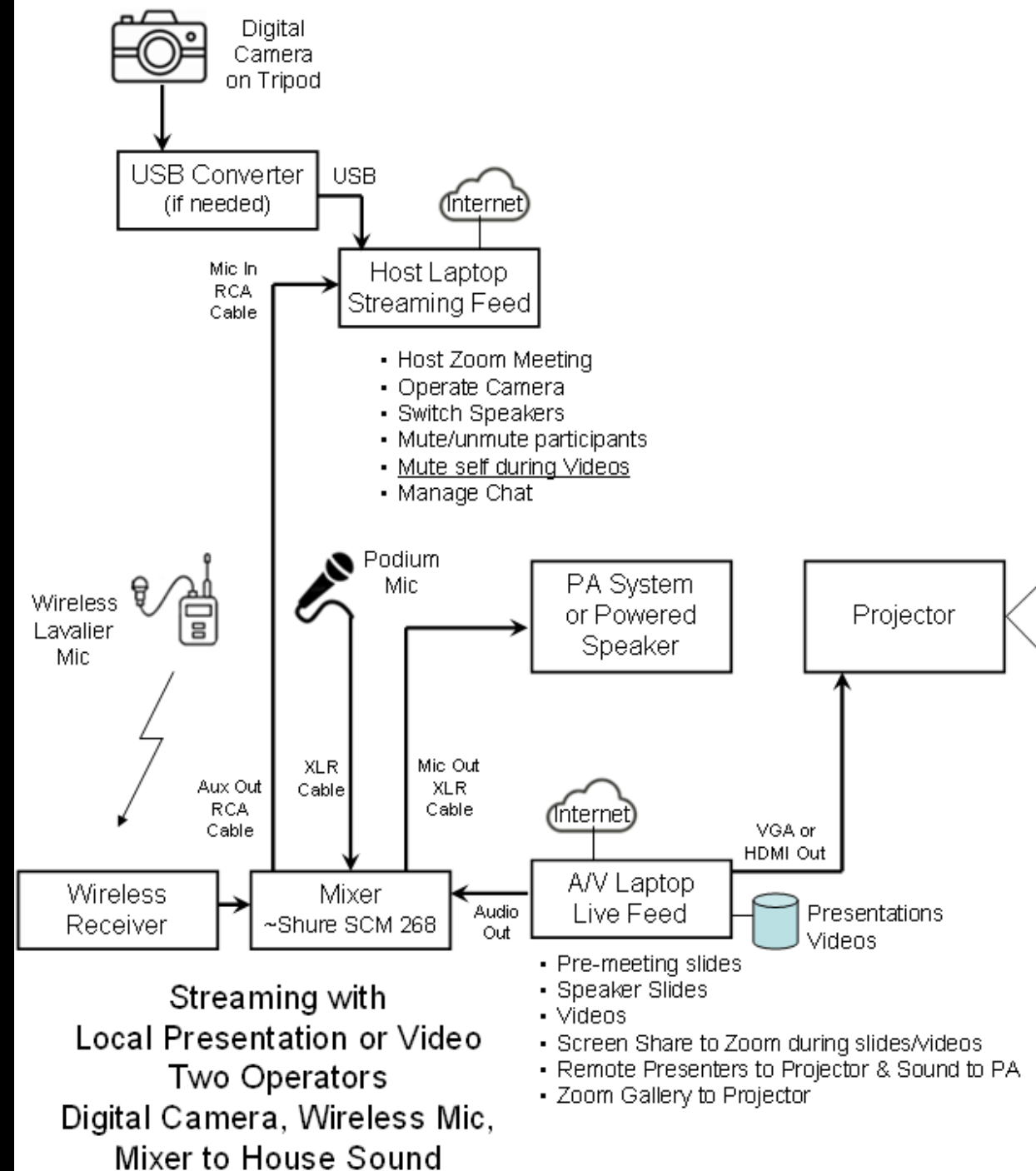


## Advanced – With local audio mixing

**This is a more integrated approach to sound:**

- More than one microphone or lavalier for a "moving" presenter.
- Mixer provides control of all levels - mics & sound from video.
- Mixer provides composite audio signals for local and remote audiences.

**This approach requires competent Host and AV operators – best suited for larger audience events.**





A group of people are seated at long tables covered with white cloths in a meeting room. In the background, there is a large projection screen and a set of double doors. To the right, a blue banner for the Rotary Club of West Perth is visible. The scene is dimly lit, with the primary light source being the screen and some ambient room lighting.

## Discussion 2:

# Which configuration works best for you?

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- One or two operators?
- Location and operation of computers, tablets, phones, etc
- Microphone and speaker placement
- Lighting and cameras
- Power, cabling, wireless, internet connection, etc



# Procedures

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- **Configuring your Zoom\* account and meeting settings**
  - **Publishing your online invitation**
  - **Setting up the equipment**
  - **Admitting online attendees**
  - **Hybrid meeting speaking etiquette**
  - **Managing live and online speakers**
  - **Audience participation and feedback**
- \* 'Zoom' is a generic place-holder for whatever system you use.**



# — BEFORE THE MEETING

## Configuring your account and meeting settings:

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- **Set up and publish your online invitation:**

- Is the meeting open to anyone or do you require online participants to have a link?
- Do you want a specific code for each meeting or is it the same for all meetings?
- Set the phone dial-in country to Australia.

Copy the meeting information to your invitation email and send it out.

- **Do you require participants to be muted on joining?**
- **Do you want to put participants in a waiting room or let them join automatically?**
- **Do you want to use Zoom in dual-screen mode?**
- **If you intend to record, turn it on when the meeting starts.**



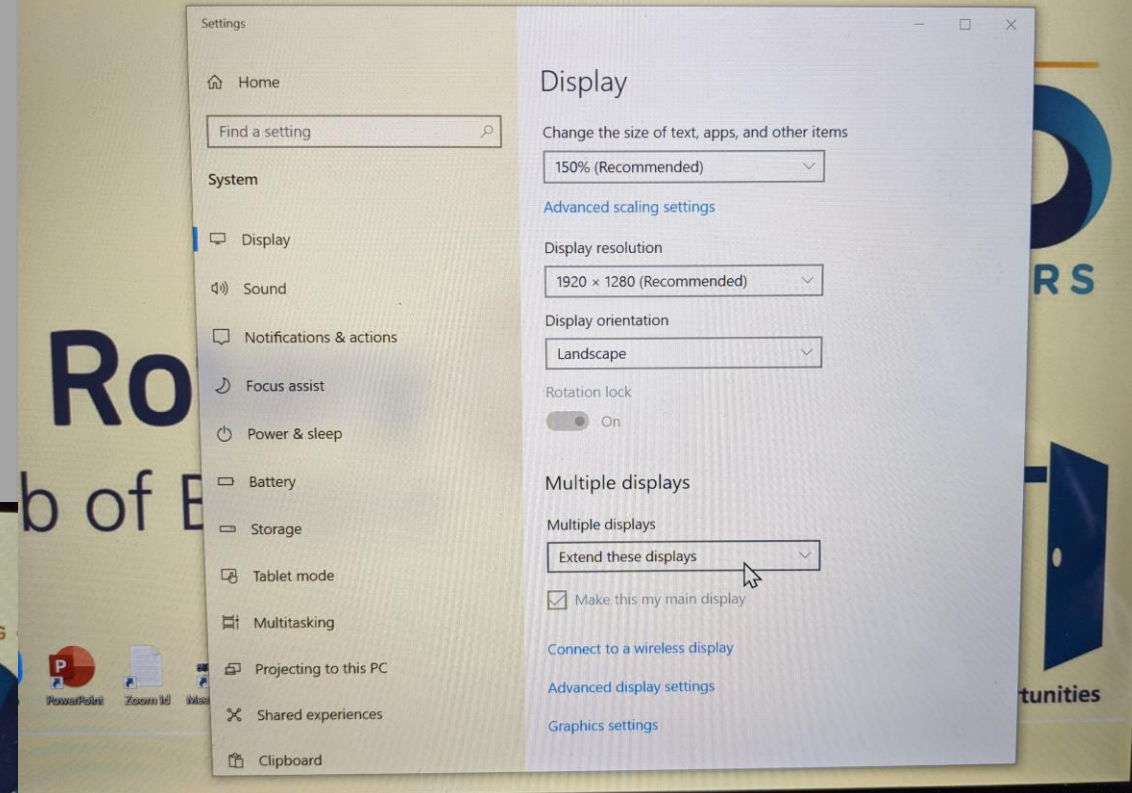
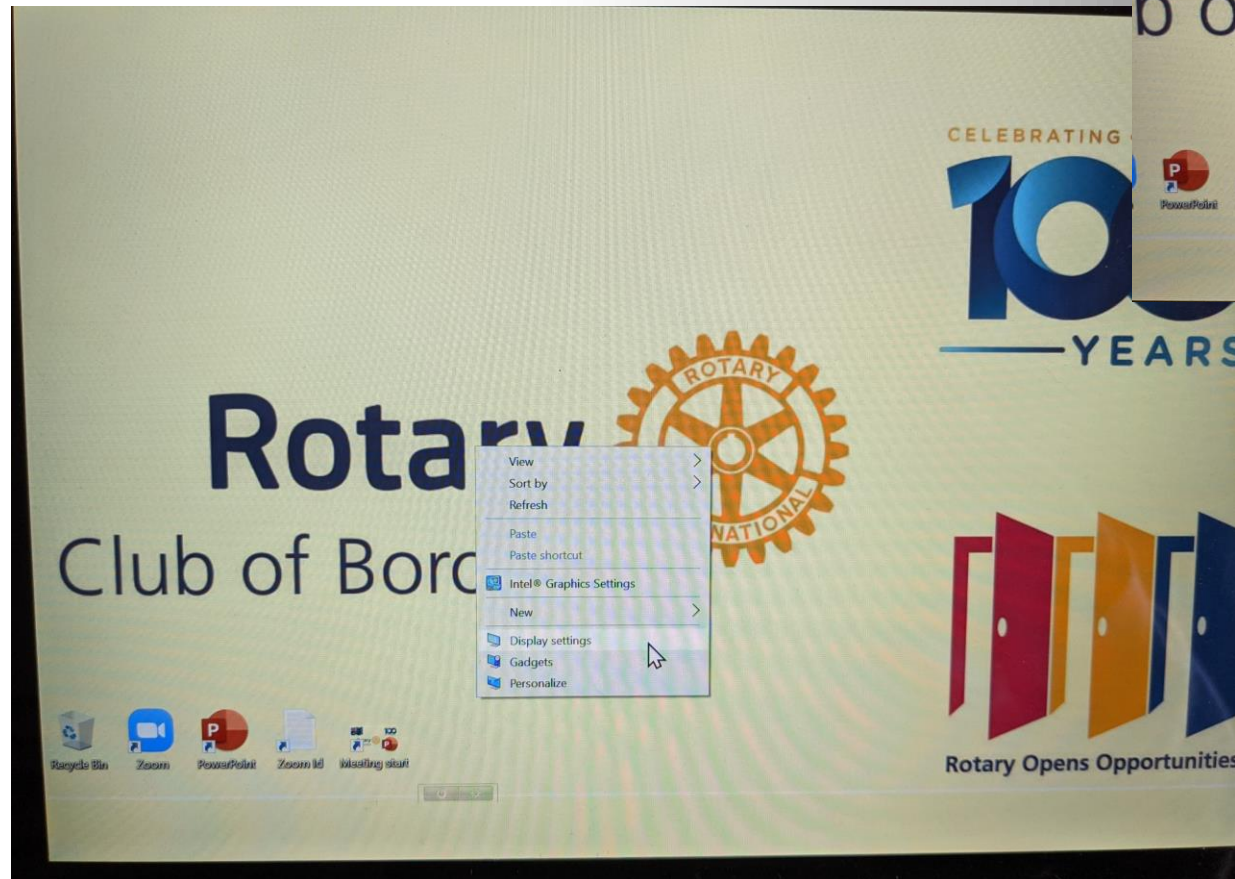
# — AT THE VENUE

## Preparing for the meeting:

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- Set up and turn on all equipment.
- Check that everything is working (including your internet connection and ALL batteries in wireless equipment).
- Start Zoom on the meeting host and all other PCs and tablets in the room.  
**NOTE: Only ONE device in the room may have audio on**  
**– all others should select ‘Do not connect to audio’ when joining the meeting.**
- If you use two PCs, make the AV operator a co-host.
- On the meeting host computer, open the Zoom participants and chat windows.
- If you have waiting room enabled, watch for participants to appear and let them in.
- When it is time for the meeting to start, warn and then mute all online participants.
- If you intend to record the meeting, turn it on now.

# Setting up two screens on your PC







# HYBRID MEETING SPEAKING ETIQUETTE:

- Once the meeting starts, all online participants should be muted. Those wishing to contribute should indicate to the online host, unmute and wait until invited to speak.
- Get all participants, both online and in the room, into the habit of identifying themselves before they make a point or ask a question.
- It is a good idea to have in-room speakers either walk to a location where they can be seen and heard by the online audience or be handed a microphone before speaking.
- In-room speakers should face the camera when addressing remote participants – *not their projected images!*

(A screen at the speaker's rostrum is useful in this regard.)





# MANAGING PRESENTERS AND THEIR PRESENTATIONS

- **If you can, get all speakers (both online and live) to send you a copy of their material and load it to your AV computer before the meeting.**
- **With online speakers, keep your local copy synchronised with what they present, ready to take over if their screen share fails for any reason.**

# ONLINE PRESENTATIONS:

- Make sure you have enabled screen sharing before handing over to the speaker.
- The speaker shares their screen to show slides or videos.
- Show the Zoom screen full-screen on your projector. Highlight the speaker's image and put it on the same screen. You may need to move them around to avoid covering up important material in their presentation.
- Start your copy of the presentation running off-screen on your AV PC and keep it synchronised, ready to take over if needed.





# LIVE PRESENTATIONS:

## When the guest speaker is ready:

- Start the presentation in PowerPoint
- Share the slideshow window
- Make sure the slideshow is selected as the current window (the slide clicker will not work if any other window is selected)
- If the speaker has issues with advancing or selecting slides, you can do it for them.







# OTHER THINGS

- **Meeting Agenda Order**
- **Q&A Sessions**  
(during / after a presentation)
- **Polls & Elections**
- **Using Break-out Rooms in a Hybrid Environment**



# MEETING AGENDA ORDER

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**Respect the time of your online attendees:**

- **Put the guest speaker first.**
- **Have club and Rotary business next.**
- **If the in-room attendees will be eating a meal, make it the last item on the agenda and allow the online attendees to log off.**




# **Q&A SESSIONS DURING OR AFTER PRESENTATIONS**

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- **Online participants use chat or hand-up to indicate their desire to speak**
- **In-room questioners queue where they can be seen and heard online**
- **Online host and chairperson cooperate to alternate online and live questions**





# ONLINE AUDIENCE POLLS AND ELECTIONS

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## Prerequisites and limitations (Zoom)

- The host user must be licensed,
- All online users need desktop client version 5.4.7 or higher, web browser, Apple or Android app,
- Host must use the desktop client to manage the poll,
- The meeting must be a scheduled meeting,
- Maximum 10 questions per poll.

## For more information on running a Zoom poll:

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>



# CONDUCTING A POLL IN A HYBRID MEETING

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- **You need to distribute the questions to the live audience and get their answers on paper,**
- **Allow enough time to collate online and live responses.**
- **If you want to share the results during the meeting, click Share Results - participants will then see the results of the polling questions.**



# **BREAK-OUT SESSIONS IN A HYBRID ENVIRONMENT**

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- **Physical break-out groups should all go to different rooms.**
- **At least one person in each live break-out group should connect to the Zoom meeting with a phone or other device.**
- **If more than one device is connected per room, only ONE should have audio enabled.**



# REFERENCES FOR FURTHER INFORMATION:

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**Rotary Voices:** <https://blog.rotary.org/2020/08/17/hybrid-meetings-keep-all-members-engaged/>

**IC4P:** <https://www.i4cp.com/coronavirus/considerations-and-best-practices-for-running-hybrid-meetings>

**Smart Meetings:** <https://www.smartmeetings.com/tips-tools/63359/10-tips-and-good-practices-for-planning-a-hybrid-event>

**Hybrid Rotary Facebook group:**  
<https://www.facebook.com/groups/287835555517539>