**HYBRID MEETING**

The laptop in the front :

1.  Starts the Zoom meeting  and makes the other onsite computer a co-host. (Zoom link:

<https://us02web.zoom.us/j/9087643672> and in weekly newsletter; turns off the video on this computer. Mutes the sound.

2.  Displays the meeting PowerPoint that is shared weekly with the tech group. Gives the clicker to the President.

3.   At the right time asks the speaker share screen and present (This capability is turned on already.) Uses a microphone by the projector to amplify the sound at the church.

There is no need to have the speaker send anything in advance.

People in the room (via the projector) and people online will see the presentation and hear the speaker.

The laptop in the back:

1.  Serves as the co-host

2.  Lets people in

3.  Uses the camera to share local images