Rotary District 5960 Hybrid Meetings

What is a Hybrid meeting? When you meet in-person and on a virtual meeting platform.

Tech requirements:

- Multiple Laptops or Tablets (amount will vary on in-person meeting size)
- USB microphone or room audio that can be connected to the headset jack of the laptop/tablet.
- Webcam
- Tripod
- Mixer

Volunteers:
Tech volunteers – 1 or 2 depending on size of meeting
Virtual Host – 1

Laptops/Tablets

- Main Laptop/Tablet (Name: _____Club Main)
  This laptop will control your meeting and should have the audio, webcam, projector attached. (All audio should only go through this main laptop/tablet.)
  - PowerPoints will be presented from main Laptop/Tablet, unless the speaker is virtual, and you are using screen share.
- Podium Laptop/Tablet (Name: podium)
  Place this Laptop/Tablet at the podium or on a high-top table directly next to the podium. **Turn off audio.**
  - Virtual backgrounds: You might find that **not** using a virtual background will be easier for your online audience to view.
- Webcam/Tablet/Laptop (Name: webcam)
  Place the Webcam/Tablet/Laptop facing the room. **Turn off Audio**
  If using a webcam, consider using a tripod and have facing the audience and/or podium.

  Consider rotating view during meeting.

Meeting Steps:

1. Schedule a Virtual Meeting and invite all the meeting attendees
2. Launch the Virtual meeting from the Main laptop/tablet with speaker, webcam, projector connected.
3. Audio – Check with event site to see if you can use their in-house speaker system or if they have an audio mixer. Whatever you use needs to be able to plug into your main computer headphone jack. If a small group (Board meetings) use a speakerphone and place in a central location.
4. Place the webcam in a location where the entire room (both in-person and remote attendees) can be seen.
5. Join the scheduled Zoom meeting
6. Do not connect the audio of the Podium Laptop/Tablet or webcam (all audio will go through the speaker jack connected to the main laptop/tablet.) On podium laptop/tablet select the "Don't connect to audio" option before entering the meeting or after entering the meeting select "Disconnect Audio".

Tips:

- Speakers attending the in-person meetings will need to speak directly into the mic so virtual participants are able to hear.
- Avoid background noise: Announce at the start of the meeting for in-person attendees who are also using their phone for the virtual meeting to kindly turn off their audio.
- Virtual meeting host: Identify a Rotarian volunteer that will be your online virtual meeting host. This person will be your online greeter, mute attendees when needed, identify, and fix or alert the main tech of possible online issues.
- Meeting Protocols – Create both in-person and virtual meeting protocols.
    - Consider advising virtual attendees to arrive after the in-person members finish eating and the business meeting starts.
    - Consider not using name badges for the current time. This would lessen the amount of personal touch on both badges and name box.
    - Consider having hand sanitizer at Greeters table and near the podium.
    - Consider having disinfectant wipes at podium for mic.
    - Consider using a UV bag to sanitize money and other items.
    - Consider for Greeters table:
        - Two bins for pens/pencils (one marked Clean and one marked Used)
        - Money collected for raffles or happy dollars. Have sanitized money available for change and a separate money bag for money received.

        - Disposable Gloves
        - Paper towels and spray disinfectant
        - Face masks for guests/members that might have forgotten theirs
- Podium Laptop – Create a note and place on the laptop to remind users that they will receive “Audio is not on” notice when standing in front of the podium laptop. Click the ignore when this comes on “DO NOT” turn on the audio.
- Main Laptop/Tablet Tech
    - Schedule a practice session prior to first hybrid meeting date.
    - Arrive early to setup tech and trouble shoot issues.
    - Plan on having all focus during the meeting on the tech.
- Be cognizant of virtual participants: allow time for virtual participants to speak up if they have questions, happy dollars, and Master at Arms – Do not forget your online Virtual meeting audience.