



# Hybrid meetings

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How they should be done properly!

How can you use Zoom Meetings?

District 9810 Technology Committee

February 2021 V0.3

# 5 steps to the perfect hybrid meeting

CONSIDERATIONS AND BEST PRACTICES FOR RUNNING HYBRID  
ROTARY MEETING

Rotary  From the Bay  
District 9810 to the Hills





## **STEP 1:**

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

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# For this to work:

- Rotary clubs should consider buying into an external speaker that can be placed closer to the participants to help them hear.
- Traditional zoom etiquette will be in full effect - muted unless you are speaking and camera on
- Get into the habit of identifying themselves before they make a point or ask a question
- Rotary clubs should use an external speaker that possesses an inbuilt microphone.
- This way one piece of equipment is being used for the input and output of sound.
- Much like the online participants, in-room participants should also get in the habit of identifying themselves before making a point or asking a question.



## STEP 2:

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

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# For this to work:

- **Use producers.** Have someone in the role of “producer” in the physical room, and for larger meetings, another that is remote. They should be experienced with both the technology being used for the meeting, and how to help handle the physical hardware in the room (e.g., cameras, laptops, etc.) and the online platforms involved (video conferencing and/or audio dial-in systems).
- **Enable chat.** Make sure the chat functionality is turned on in Zoom, WebEx, etc., for those who are remote. 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. Either ask them first, or at least be balanced between the two audiences.



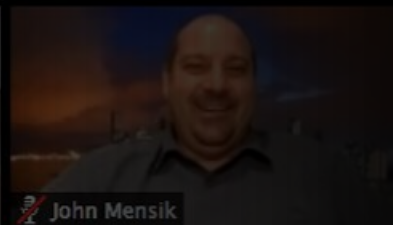
Josh Witty



Elizabeth Swan



Lynna Hu



John Mensik



Jeff Bechtel



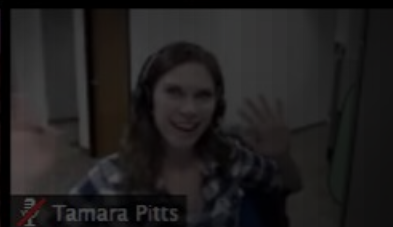
Rob Rinsky



Mitchel Mayes



Angeline Huynh



Tamara Pitts



Zhen



Shari Clare



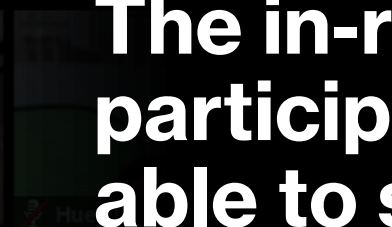
Winston Twu



James Desmond-Denve...



Rozette Pasahol



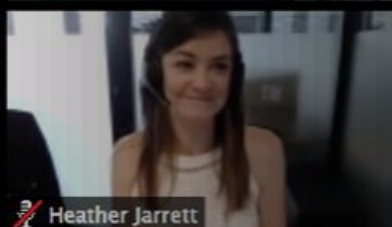
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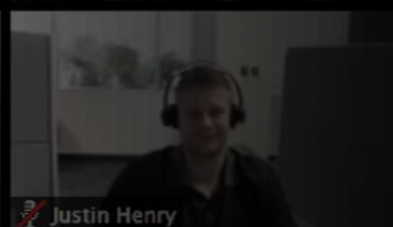
Jenny Eggimann



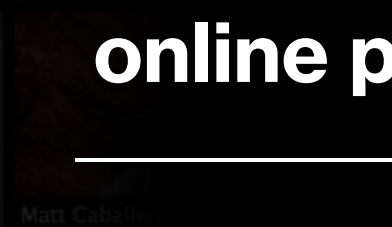
Subriah Esharc



Heather Jarrett



Justin Henry



Matt Caballe



George Bassil



Kerushan Bisetty



John Poje



Brian McIntyre



Farah Farah

## STEP 3:

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



# For this to work:

You will require a projector with zoom full screened in gallery mode displaying.

Example Equipment:

- [Meeting Microphone](#)
- [Meeting Camera](#) or
- [Meeting Webcam](#)



Epson EB-1150



Kogan 5000



Kogan 4000



Nebula



Nebula



## STEP 4:

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

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# For this to work:

- It's best to have an external webcam connected to the laptop as the main input for video.
- This camera can then be turned from the MC to the presenter to the room as a whole
- This view should then be "spotlighted" in zoom by the host ensuring it is the primary view for all online participants.
- You should also share screen on all presentations to ensure they are able to also see the PowerPoints, videos and photos of the presenters in the room.

**STEP 5 is the MOST  
important of them all**

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An abstract digital background featuring glowing fiber optic cables and network ports. The scene is illuminated with vibrant blue, purple, and orange light streaks, creating a sense of high-speed data transmission. In the foreground, several network ports are visible, some with bright yellow and orange light emanating from them. The overall aesthetic is futuristic and tech-oriented.

## **STEP 5:**

**That the internet  
speed at your  
various venues can  
handle video calls**

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# For this to work:



- Without this, all of the technical infrastructure is useless.
- I would be discussing with your venues their Wi-Fi internet speeds and whether they are able to hold up a consistent connection for a hybrid meeting.
- If they cannot you will need to pursue alternative options such as hot spotting a phone (however, this does come at the expense of the individual doing the hot spotting).



# Zoom Functionality:

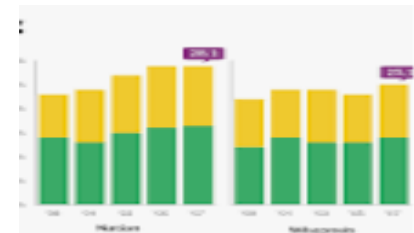
## Breakout rooms



## Meeting Polls



## Zoom Reports



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**100**  
YEARS



**CLUB SCENARIOS**

# Hybrid Club Meeting Scenarios:



## Box Hill Central

- The Zoom meeting is hosted on the club's laptop which sits on a podium underneath a flat screen monitor which is mounted on the wall in the venue. The computer is connected to the screen so that people in the room can see what is happening on the host computer
- President Mark Balla (Club Producer) (20/21) asks members who are in the room to log into Zoom on their smartphones/iPads/Laptops and place them on their tables. Two or three devices on a table should be plenty. When logging into Zoom it is important that audio is disconnected, not just muted. The reason these additional devices are logged in is to allow people who are Zooming into the meeting to clearly see who is present in the room
- The club has invested around \$380 in 100 watt Behringer Bluetooth enabled speaker with a radio microphone
- When members in the room wish to speak during the meeting, they come to the podium to speak at the meeting host computer. The laptop microphone picks up sound for people who are Zooming in to the meeting. The radio microphone is to ensure adequate volume for people in the room. The club is exploring a single source microphone solution that will work for both on and offline attendees.
- The venue has no internet, so members internet connections on their mobiles are used
- Mark has found hybrid meetings give members and guest speakers flexibility on their attendance and keeping meeting costs down (meals, transport etc).





# Hybrid Club Meeting Scenarios:

## Doncaster

- Use a laptop with a fixed camera and built in microphone for the speaker or sergeant
- This unit uses the venues internet
- They have a Bluetooth midrange power speaker for the whole room to follow
- They use a mobile phone on a small tripod that faces the room, and gives the zoom people meeting a rough idea of whom is speaking from the audience, or the audience reaction regarding the current speaker.
- A large screen is utilised to display the online speaker from Zoom to the whole audience, or show the room what camera is being utilised for the online audience.

## Notes:

- They did not have a waiting room enabled, nor did they mute attendees on entry.
- They had two devices in the room connected to the Zoom session – one was located at the front of the room, next to the lectern and facing the room.
- This camera was fixed and showed a general picture of the room.
- The other device (the Zoom host) was movable and could be pointed at the speaker or persons asking questions from the floor.
- This device was also connected to the projector.
- There were occasional small freezes or dropouts but overall the internet connection was stable and bandwidth good.
- Checked their wireless mic battery before the start of the meeting.



# Hybrid Club Meeting Scenarios:

## Boronia Rotary Club hybrid meeting setup and operation



The equipment used consists of the following:

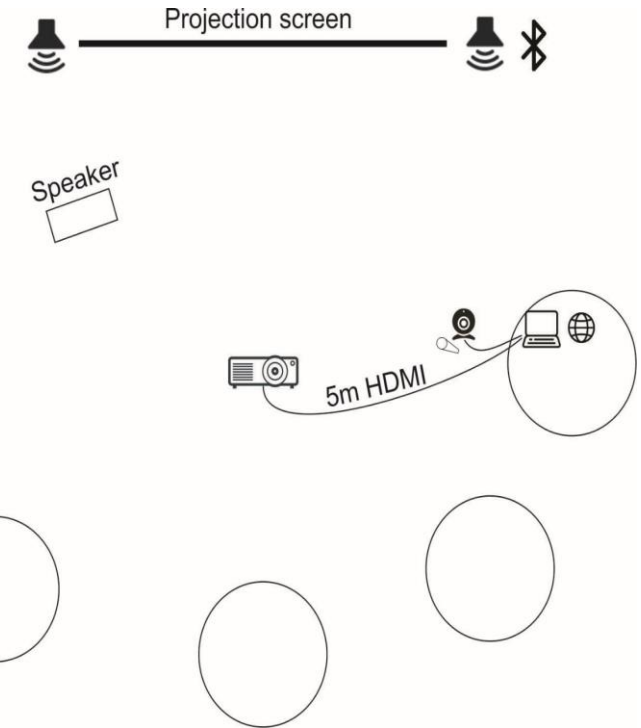
- A single laptop PC (Windows 10) situated on the front-right table.
- A Logitech C922 webcam, with built-in stereo microphones, connected via USB, mounted on a tripod within reach of the PC operator.
- A Targus slide presenter connected via USB. This is given to the speaker to advance through slides.
- A slide projector (provided by the venue) connected to the PC by a 5m HDMI cable and running as the second screen. This projects onto a screen at the front of the room.
- Stereo speakers, mounted at the front of the room and connected to the PC via Bluetooth.
- A Wi-Fi hotspot, connected to the internet.

The PC operator acts as the Zoom meeting host. The Zoom configuration options include –

- General - use dual monitors
- Share screen – side-by-side mode

The webcam is pointed at the speaker (if present), or a general picture of the room. During the pre-meeting preamble, the PC operator may show their own image (i.e. the built-in PC camera) but, once the meeting starts, switches to the webcam image, so those not present in the room can see what is going on.

The Zoom microphone is normally left switched to the webcam, which picks up most sound in the room quite well. The Zoom speaker is set to the built-in PC speakers (or headset, if the operator is wearing one) most of the time and switched to the Bluetooth speakers when it is the turn of someone attending via Zoom to speak. Members in the room wishing to speak come to the lectern, so they are visible to the Zoom attendees. Members on Zoom wishing to speak indicate to the operator and are cued when their turn comes up.



When the presenter is in the room, their presentation material is run on the second screen (i.e. projector). If the presenter is not in the room, they are given share screen rights and the Zoom screen projected. A window with the picture of the presenter is displayed when they are not screen sharing, for the benefit of those present.

**A strong, reasonably fast and reliable internet connection is a MUST.**

If you don't have this, then do not try hybrid meetings!

If the venue cannot provide a good connection, then purchase a Wi-Fi hotspot.



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# Thank You

## Find out more:

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

**ROTARY TECH GUIDE:** [https://www.rizones33-34.org/wp-content/uploads/2020/07/Hybrid\\_Rotary\\_Meetings\\_Technology\\_Guide.pdf](https://www.rizones33-34.org/wp-content/uploads/2020/07/Hybrid_Rotary_Meetings_Technology_Guide.pdf)

**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>

**GOOGLE NEST HUB:** [Click Here](#)

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