

# ROTARY CLUB *'HYBRID MEETING in a BOX'*

## PREAMBLE

Each year money is set aside in a District account entitled **'The District Development Fund.'** These funds are at the disposal of the District Governor and Board to be used in a variety of ways to encourage and support growth and development in District 9810. Sometimes these funds have been used to help facilitate attendance at various leadership and training courses for Rotarians and Rotaractors. Occasionally they have been used to purchase specific items to publicise District and Rotary activities and events.

Being mindful of current challenges and potential issues with the provisions of meeting venues facing our Rotary clubs as they cautiously emerge back into some sense of a 'new normal,' I propose that this year's allocation of funds to be directed towards promoting greater flexibility and innovation in the way that clubs meet. Accordingly, District Governor Dr Daryl Moran and the District

Board are pleased to announce **ROUND 2** of the provision of **\$6,400** to further encourage and better develop club hybrid meetings as set out below.

1. **SIX (6)** 'Hybrid Meetings in a Box' kits to the value of **\$800** each will be provided to **6** clubs that meet the following conditions. (A Total of **\$4,800**)
  - The club should not already be using hybrid technology to conduct their meetings.
  - The club should be able to provide its own data projector and laptop computer capable of using Windows 10 and either Zoom or Microsoft Teams.
  - The club should provide **Three to Four (3 - 4)** members who are prepared to attend two training sessions, one on-line and one in-person. These members should then take responsibility for the operations and good maintenance of the equipment.
  - As a general rule, the club should be prepared to conduct most of their future meetings in a hybrid form.
  - The District Governor and members of the District Board as and when available, are to be invited to attend the clubs' hybrid meetings, either in person or online.
2. **FOUR (4)** grants to the value of **\$400** each will be provided to **4** clubs that meet the following conditions. (A Total of **\$1,600**)
  - The clubs should already be using hybrid technology to conduct their meetings.
  - The clubs may use the \$400 grant only for the purpose of upgrading and/or extending their current hybrid meeting technology.
  - The clubs need to furnish the appropriate receipts to the District Treasurer as proof of purchase.
  - The District Governor and members of the District Board as and when available, are to be invited to attend the clubs' hybrid meetings, either in person or online.
3. **TEN (10)** grants to the total value of **\$6,400** will provide another **10** clubs with the ability to better facilitate, encourage and support the growth of Hybrid Meetings in their Clubs. Following on from Round 1 of the Grants in 2021, this will bring the number of D9810 clubs that have received funds and training to assist their Hybrid Meetings to **THIRTY (30)**.

# ROTARY CLUB 'HYBRID MEETING in a BOX'

## ROTARY CLUB to SUPPLY

### Their own equipment as set out below;

#### 1. Laptop Computer

The club will need to own or have access to a laptop computer of recent vintage and able to handle at least Windows 10. Ideally, it will have a sufficiently powerful processor to be able to support the maximum Zoom gallery size (49 participants).

#### 2. Data Projector and Screen OR large screen TV

Usually these will be provided by the venue.

#### 3. Zoom, Teams or other video-conferencing account

The club should have a paid account, to avoid time-limit restrictions.

#### 4. Internet Connection and Data Plan (unless supplied by the venue)

The most basic requirement to conduct a successful hybrid meeting is a **RELIABLE** internet connection, with **GOOD** bandwidth. If this cannot be provided by the venue or by a member using their phone as a hotspot, the Rotary club needs to purchase a suitable 4G/5G hotspot or router connected to the mobile phone network.

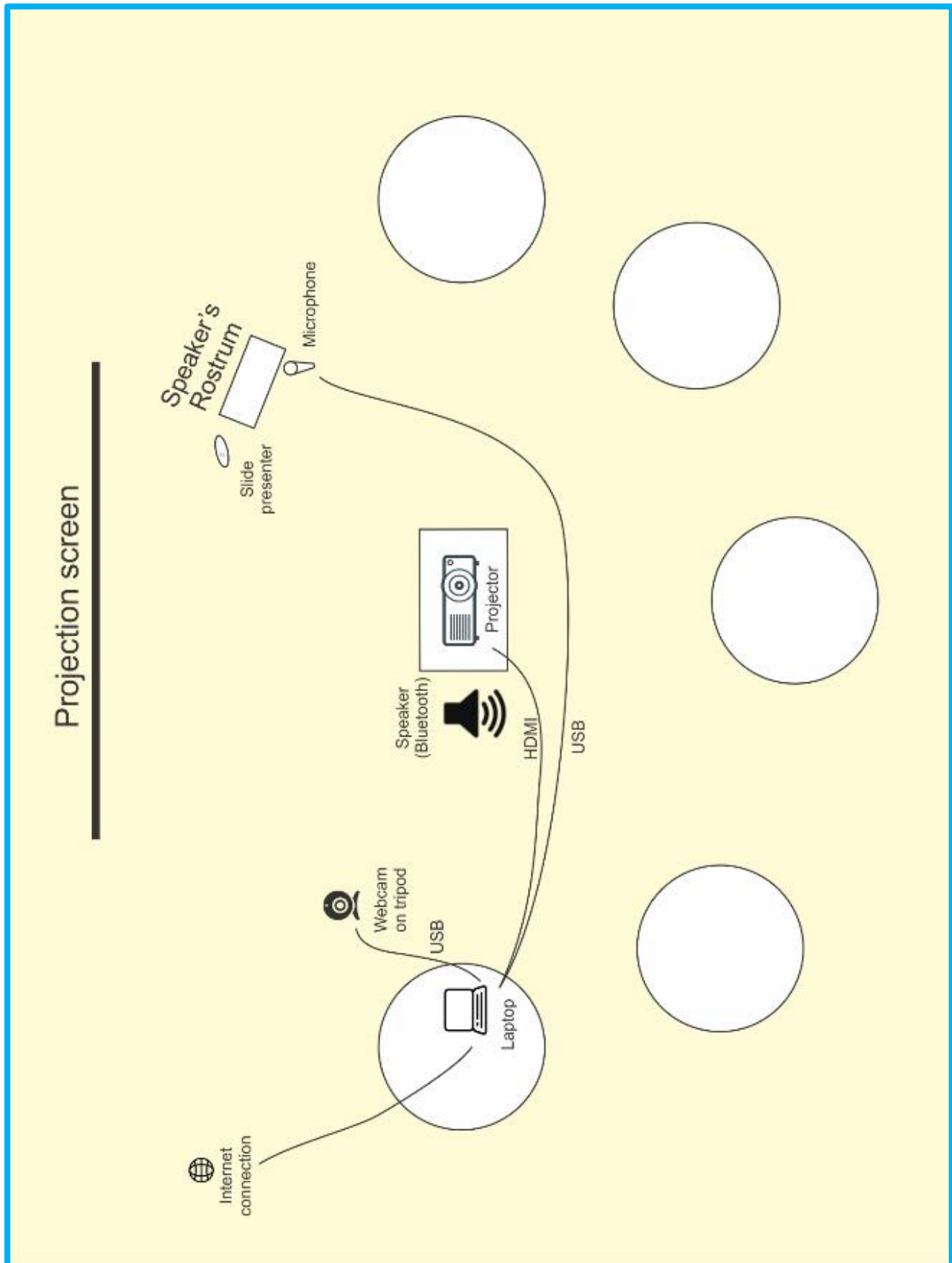
-----

## DISTRICT 9810 to SUPPLY

### Six (6) 'Hybrid Meeting in a Box' kits

No.	ITEM	TYPE	COST
5	Internet connectivity	TP-Link MR6400 router. <i>4G data connection to be supplied by the club.</i>	\$150
6	Camera	Logitech C922 stereo HD webcam	\$160
7	Camera tripod	XCD swivel-head tripod (small)	\$30
8	USB microphone	RODE NT-mini	\$135
9	USB active extension lead	3 metre length	\$40
10	Bluetooth Speaker	JBL Flip 5	\$150
11	Wireless Slide Presenter	Various brands	\$50
12	Assorted leads (If needed)	5 m HDMI extension lead USB Hub	\$30 \$30
13	Storage Box	At least 55cm long to store tripod	\$25
		<b>TOTAL</b>	<b>\$800</b>

## ROTARY CLUB 'HYBRID MEETING in a BOX'



This diagram shows a simple setup for running a Hybrid Rotary club meeting.