

Welcome to The Global Impact Group's V/IP Quick Start Guide! In just a few pages, we'll show you the basics of how to easily host your own Virtual/In-Person meeting.

## Use of Laptops and Roles

### Laptop #1 – Club Laptop - Connects Virtual and In-Person Attendees

Connected to Zoom, this laptop is central to your meeting. The laptop is connected to a high quality microphone, an in-room speaker, a web camera facing in-person guests, and the club projector.

### Laptop #2 – President/Host Speaker

Laptop is connected to Zoom and placed on the podium facing the President or Host Speaker with its internal camera on, mic muted, and speaker off. This allows the President or Host Speaker to be seen both in-person and by remote attendees.

### Laptop #3 – Zoom Master

Physically present behind the scenes, or remote, the Zoom Master manages the Zoom audience experience.

## V/IP Meeting Components

*These essential, basic devices in our example, may differ, given your requirements.*



**3 Laptops:** MAC or PC laptops include an internal camera and microphone, internet access, and ports to connect external devices.



**1 Web Camera:** Wide angle (78° or more), high-definition (1080p) webcam.



**1 Microphone:** Omnidirectional, USB microphone for the room.



**1 Speaker:** Powered speaker for the room.



**1 Projector and Screen/Monitor:** Supports high-definition videos.

## Device and Room Configuration

*If you viewed the Quick Start Video, the configuration, below, should be familiar. The set-up is quite simple.*

### Club Laptop

1. Sign on to Zoom.
2. Connect the microphone (Blue Yeti pictured) to a USB connection on the laptop.
3. Connect the camera (Logitech C920 pictured) to a USB connection on the laptop.
4. Connect the audio speaker to the headphone jack on laptop.
5. Connect the projector to your laptop – usually an HDMI connector.
6. Settings: In the laptop settings, select “Headphones” for audio output; “External Camera” for camera; and then adjust the speaker/headphones volume. In Zoom, next to the “mute” button, select the correct microphone and speaker; and next to the “stop video” button, select the correct camera.

## Sample Devices & Tools (and estimated costs)

### Basic Set-up

**Laptops** – (3) MAC or PC used by the President/Host Speaker, Zoom Master, and as the Club Laptop

**Webcam** – (1) Logitech C920 \$80

**Microphone** – (1) Blue Yeti \$130

**Speaker** – (1) JBL Flip \$80

**Projector and screen** – (1) \$450

**Internet** – High-speed Wi-Fi, minimum 5 Mbps upload

**Zoom Pro License** – Zoom subscription, \$120/year

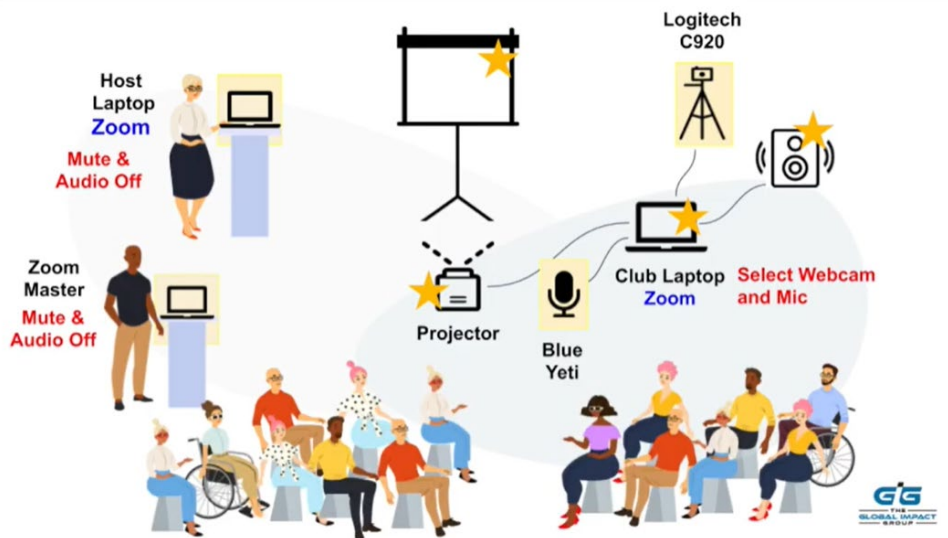
Rotary has a 20% Zoom discount.

## President/Host Speaker Laptop

1. Sign on to Zoom.
2. Select “Speaker View” in Zoom.
3. Enable the camera.
4. Mute microphone on laptop.
5. Turn off audio on the laptop.

## Zoom Master Laptop

1. Sign on to Zoom as Host in “Speaker View”.
2. Set President/Host Speaker Laptop and Club Laptop as Zoom co-hosts.
3. Be prepared to spotlight speakers and remote members during presentations.
4. Manage presentation slides.
5. Mute members joining by Zoom until they they wish to speak.
6. Mute microphone on laptop.
7. Turn off audio on the laptop.
8. For more information about facilitating a Zoom meeting, visit [www.Zoom.us](http://www.Zoom.us).





## Resources

Visit the TGIG website at [www.tgig.org](http://www.tgig.org) for the resources below, and more!

### TGIG Resources

- [Video – V/IP Hybrid Meetings](#)
- [Quick Start Video](#)
- Quick Start Guide
- [V/IP Meeting Checklist](#)
- V/IP eBook - **Coming Soon!** – guide on how to setup and run engaging meetings

### Zoom Resources

- [Top 20 Zoom Resources](#)
- Visit [www.support.zoom.us](http://www.support.zoom.us) for Zoom tutorials, guides, best practices, tips, and hints.

### Rotary Resources

- [Technology Guide](#)
- [Zoom 101 Basics](#)
- [Looking Good on Camera](#)

### Trends and Other Resources

- [10 Event Trends in 2021](#)
- [Meetings in 2020 & Beyond](#)
- [10 Hacks for Virtual Meetings](#)

And more...

## The Venue

Host your V/IP meeting indoors or outdoors, considering in-person participant safety and comfort. Try to pick a spot without disruptions.

- **Reliable Internet:** Venue must have a reliable high-speed internet connection or hot spot. Minimum recommended upload speed of 5 Mbps.
- **Participant Positioning:** Ensure that everyone can see the host speaker at the front, and can be seen by the camera.
- **Safety:** Follow the venue's safety protocols, considering social distancing, mask wearing, room and surface sanitation.

## Build an Interactive Experience

- Encourage Zoom attendees to turn on their video cameras.
- Create opportunities for Zoom attendees to raise their hand, speak or vote.
- Designate time for fellowship and conversation before and after the meeting.
- Invite exciting speakers – from your local community, or from around the world!
- Use breakout rooms for small group discussions.
- Record meetings to share with those who could not attend.
- Create and send feedback surveys for continuous improvement.

We hope this information helps you gain a better understanding of how to quickly and easily set-up your Virtual/In-Person (V/IP) meetings. After a little practice, you'll want to explore how to customize the experience further, and discover new ways to deliver an engaging and interactive meeting.

***Have we missed anything?***

***How do you facilitate  
V/IP meetings?***

Send us your comments below!

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