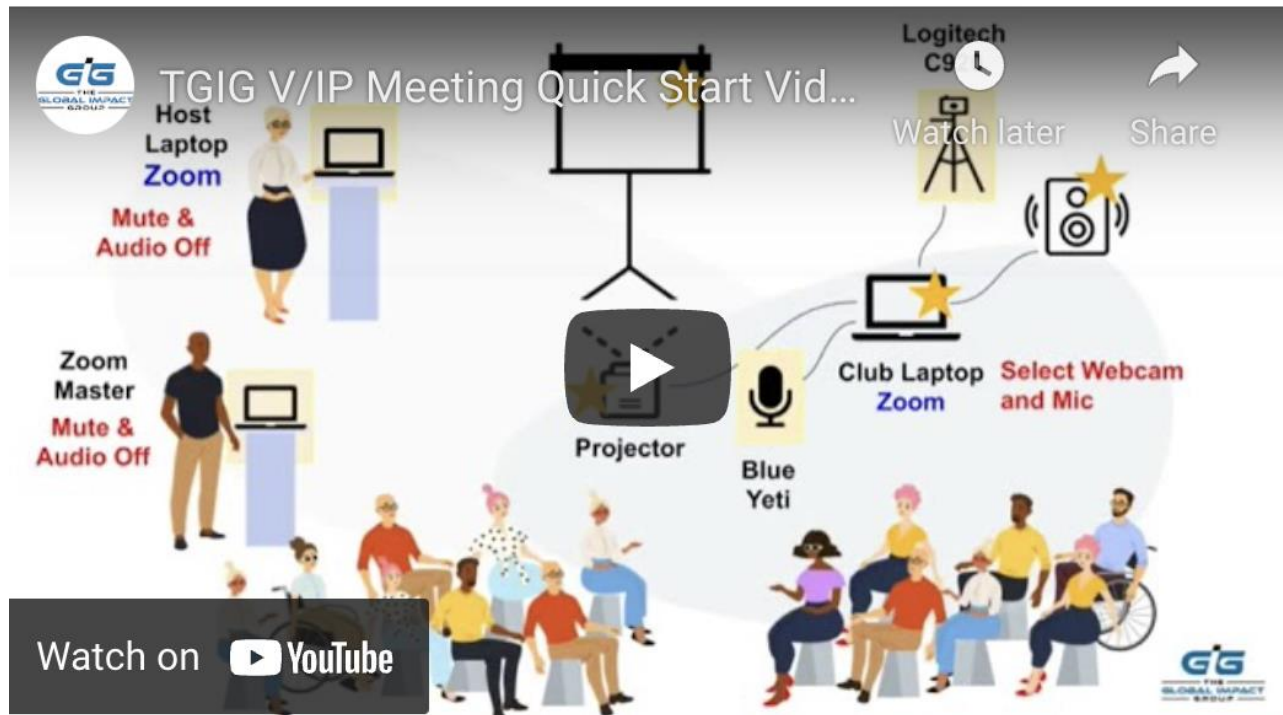


Hosting Virtual/In-Person (V/IP) Meetings



Watch this [Quick Start Video](#) on how easy it is to run an engaging Virtual/In-Person (V/IP) meeting. For more information on making your V/IP meeting a success, check out the [Quick Start Guide](#). *Courtesy of The Global Impact Group (TGIG) non-profit, which is run by Rotary members and aims to help non-profits make better use of technology.*

NOTE:

This information is provided as an example only. For smaller clubs and/or meeting in smaller meeting spaces, consider starting off using one laptop and a lower cost microphone, camera, and speakers - and making adjustments as needed once you have had an opportunity to host a few meetings.

How to host a successful virtual/in-person meeting

Six tips from TCIIG, a Rotarian-run nonprofit that helps clubs adopt new technologies

1 Set up a tech team

Ask members to volunteer for a team that will set up and manage the technical aspects of the meeting each week.

2 Pay attention to the audio

Your online audience needs to be able to hear you. Download a step-by-step tutorial on how to set up the ideal audio environment at tgig.org.

3 Use what you have

Many clubs already use a projector and big screen for in-person meetings. Use it to display the online audience or remote presenter to the group gathered in person.

4 Show the room

Use a webcam or even a smartphone as a separate camera to allow the online audience to see the people in the room.

5 Broadcast live

By placing a laptop on the lectern in front of the room, you can use its camera and microphone to allow your presenter to communicate with your online and in-person audiences simultaneously.

6 Don't be afraid to ask questions

For personalized help, send an email to team@tgig.org.

Consider taking advantage of the hybrid meeting model to make new connections, or strengthen the ones you have, with Rotary/Rotaract clubs and members around the world. Use the “Find a Club” tool at <https://my.rotary.org/club-search>, which allows you to filter for clubs that meet in person, online, or both.

The above information is provided courtesy of the article...

[Meetings Made Modern](#)

By Vanessa Glavinskas

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[Additional Tips & Information](#)

Looking for additional advice or assistance?

Contact us at RIDistrict7010@gmail.com

or visit our District Website - [Communications/Public Image page](#).