# General information regarding hybrid meetings

A Hybrid meeting is a meeting integrating technology with traditional meeting, to create an expanded experience for attendees, as well as meeting content and delivery options.   Hybrid meetings are a combination of attendees meeting face to face and virtually, on-line.

Hybrid meetings create a unique experience for attendees…and you can invite anyone from anywhere to attend the meeting or to be your program!

Hybrid meeting
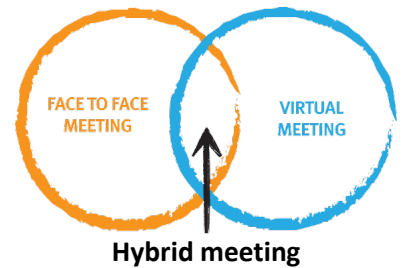
General information:
- Select an on-line platform that is user friendly.
- Remember you have attendees on-line, engage them in the meeting.
- Camera and speaker placement are important, for on-line attendees.
- Have an extra power extension cord / surge protector and cables.
- Know if the computer being used is a PC Laptop or Mac, as cables are different.
- The larger the in-person group is, the more advanced the equipment will need to be.
- Have more than 1 person assisting with the event. Someone to mute screens, monitor the chat, record the meeting, assist with sharing the screen and ensure the audio and visual equipment are working. Technology is a joy and a pain.

Basic equipment suggestions:

Logitech BCC950
Conference Cam.
Cost is approximately $300.

Core Innovations
LCD Projector.
Cost is approximately $140.

Screen – 100-inch, tripod stand, presentation 16:9. Cost is approximately $100.
Tip: If you have a blank wall, you can project directly onto the wall.

Also need:
Laptop, with the Logitech app downloaded and access to the platform being used (Zoom, GoToMeeting, Skype, etc).

Internet access (aka bandwidth) The volume of information per unit of time that a transmission medium (such as an Internet connection) can handle. Bandwidth is expressed in upload and download speeds in megabytes per second (mbps). You can check the bandwidth and speed of your Internet connectivity by running a speed test here: http://speedtest.net.

Tip: Check Amazon for deals or google the item name for more information.

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Additional considerations regarding equipment:

Some enhancements may require more or different equipment. Make a note to ask your AV and streaming provider for what will best work for your particular event.

Camera

When choosing to upgrade take into consideration the following:

- Is this a panel discussion or will there be some kind of entertainment that will require close- up shots and medium shots (knees/waist up)? If you will need two or more angles, consider using multiple cameras.
- Consider the display size of the live stream participants' device and your display screen on site. If it is 4:3 or 16:9, or a combination of the two, you need a camera that will support all screen sizes.
- If you would like HD quality video, ensure the stream equipment supports HD.

Tip: Make sure your camera is stationary and is set high enough to avoid people walking into the shot when moving around the room.

Microphone

When possible, use wireless lavalier microphone as they appear better on camera and there is less ambient noise for the viewer.

Tip: Repeat questions asked by either the in-person or virtual audience, for everyone to hear. It is frustrating to hear only an answer and not the question being asked.

Lighting

Use side lights or ring light, depending on your set up, to ensure your speaker is seen by all.

Speaker

Have a speaker (Bluetooth speakers are an option) in the room to hear on line attendees, versus having someone read the chat or repeat comments. Make sure your input is compatible with your host device.