# Conducting a "Hybrid" In-person/Zoom
# (or other videoconferencing software)
# Rotary Club meeting

During this time of Covid-19 many Rotary Clubs have been holding "virtual" club meetings and social events to stay connected with their members using videoconferencing software such as Zoom. Many clubs have found that this approach to be very effective as a way to stay in touch with their members (and provide a way for Rotarians to stay connected to each other), and in many cases have discovered that this approach to conducting meetings actually enhanced the Rotary experience for members who (even without a pandemic) would have been unable to participate in club meetings or other events due to work or personal travel or other circumstances.

Many Rotary clubs are now considering offering in-person meetings for their members, either in lieu of or in combination with a continuation of videoconferencing (that combination of in-person and videoconferencing being commonly referred to as "hybrid" meetings). This document is designed to provide some things for clubs to consider as they move toward some form of in-person meetings, including some suggestions on hardware configuration and operations of computers in connection with a hybrid club meeting.

**As clubs contemplate implementing in-person meetings again, we ask clubs to:**

- Continue to follow the requirements and recommendations of their local Department of Health.

- Work closely with the venue where you hold your Rotary meetings to determine how best to configure and utilize your meeting space.

- Continue to offer a videoconferencing option for members who choose or are otherwise unable to participate in person – the "hybrid" meeting approach.

- Avoid creating two classes of meeting participants with a preference to in-person meeting attendees. Make a conscious effort to incorporate online participants into the meeting.

- Do what you can to encourage and assist members who are not comfortable attending in-person meetings but are also not "tech savvy." They may need your assistance getting more comfortable with their online participation.

**Nuts and Bolts of Managing a "Hybrid" Meeting**

- The following are some tips for using videoconferencing in a hybrid Rotary Club meeting:

- Make sure your meeting space is configured with strong Wi-Fi capabilities.

- Utilize at least two Wi-Fi capable devices in the room (laptops seem to work best) Both devices will log into the meeting using the videoconference app you are using.

- One device will be located at the podium (the "Podium Laptop"). The Podium Laptop will be logged in as a "participant" to the videoconference (not the host of the meeting with meeting controls).

- A separate smart phone will utilize its camera and built-in microphone to pick up the video and audio of the speaker at the podium.

- For larger spaces, you will want a separate microphone going directly into the smartphone.

- The Podium Laptop will have a "video out" cable attaching the laptop to a projector or video display in the room. That video will be for the benefit of in-person meeting attendees.

- The second laptop (the "Host Laptop") will be located at the back of the room. That laptop will be the "host" of the videoconference session.

- The person operating the Host Laptop will be responsible for monitoring participants who fail to mute their own microphone and for other videoconferencing controls.

- The Host Laptop should be placed as far from the Podium Device as possible in order to avoid a feedback loop. Speaker volume on the Host Laptop should be kept off in order to minimize feedback (or have that audio go to headphones).

- The Host Laptop will also have any PowerPoint programs or other audio/video programs for the meeting loaded on it, and the operator of the Host Laptop will "share screen" with in the videoconference, which will also result in the Podium Laptop having the PowerPoint displayed on the screen at the front of the room.

- If you include a Q&A as part of your speaker's presentation, be sure to remind the speaker to repeat any questions coming from in-person participants so that videoconference participants can hear the question. The person operating the Host Laptop will also be responsible for monitoring the "chat" in the videoconference to pick up questions submitted by videoconference participants.

- Consider "opening" the videoconference early so that Rotarians participating in the meeting have the opportunity to "talk amongst themselves" before the start of the meeting.

- Build in time before your first hybrid meeting to test the system to make sure it works well and you are comfortable running the hardware and software.

Perhaps you have already figured out another system that works for your club. If you have some interesting tips of your own, please share them with us.

(These suggestions liberally borrowed from Rotary District 6690)

# "Hybrid Meeting" Equipment Guide

While these are not the only equipment and setup options for running a "Hybrid Meeting" using this equipment will give your audience a better in person and virtual experience.

You can find these or similar items at Amazon, Best Buy, Guitar Center or your local Audio Visual dealer. Where possible I have included links to purchase the items listed.

**Small meeting setup:**

You will want at a minimum the following items for your small "Hybrid Meeting" setup.

• Projector & Screen or LCD Screen (usually supplied by venue)

• Mobile Device (iPhone, Android, etc.)

• Bilione 3 in 1 Microphone stand and Cell Phone Clip [$16 USD]:

• Laptop running Zoom or some other online streaming option. While most new laptops will run this type of software you will have better results and ease of use with a Mac laptop such as - Apple MacBook Pro

• Powered computer speakers that plug into your headphone output. Most any brand will work such as - Logitech 3.5mm Jack Compact Laptop Speakers

• HDMI adapter to your big screen TV or projector such as - Mini DisplayPort to HDMI Adapter (this item is optional as you may already have an HDMI output on your laptop)

Optional additional mic for better sound directly to Mobile Device

• Rode Wireless GO Mic System [$199 USD]:

• Apple Lightning to 3.5mm Headphone Jack Adapter (if using iPhone with lightning port) [$9 USD]:

• Rode SC7 3.5mm Cable [$15 USD]:

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 (78º 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

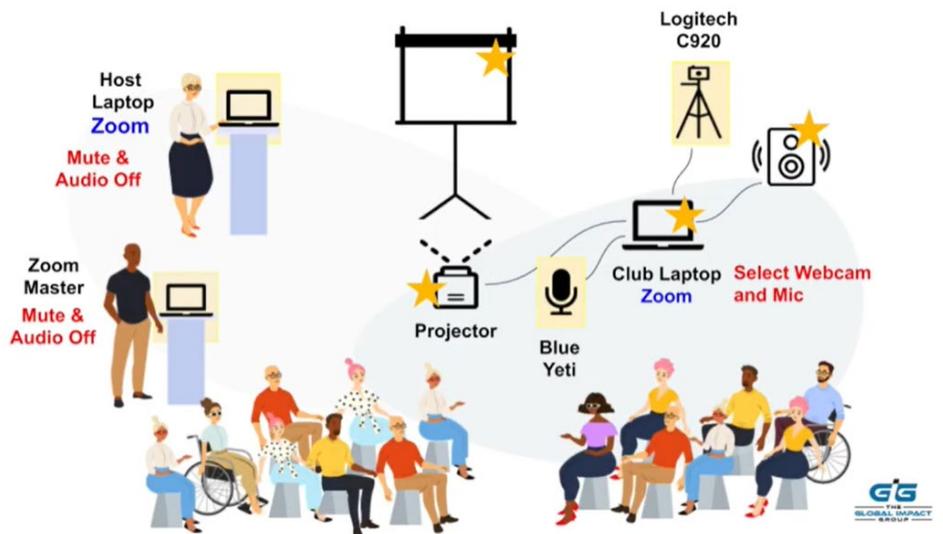**Zoom Pro License** – Zoom subscription, $120/year

Rotary has a 20% Zoom discount.

Host Laptop
Camera
Club Laptop
Yeti Mic
Projector & Screen
Speaker

## 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.

Host Laptop Zoom — Mute & Audio Off
Logitech C920
Zoom Master — Mute & Audio Off
Projector
Blue Yeti
Club Laptop Zoom
Select Webcam and Mic

## 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!

**Team@theglobalimpactgroup.org**
**theglobalimpactgroup.org**

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### Resources

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

#### TGIG Resources

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

#### Zoom Resources

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

#### Rotary Resources

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

#### Trends and Other Resources

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

And more…

# ZONE 26/27 TECHNICAL SUPPORT TEAM

WHO WE ARE and WHAT WE DO

The Zone 26/27 Tech Team is your resource for help with understanding and finding your way through this new virtual environment.  They can help you with the installation of videoconferencing apps, navigating those apps, and understanding videoconference protocols.  When circumstances allow in-person meetings again, they can help discuss the setup of "hybrid" meetings.  Team members are generally savvy in variety of other tech arenas.

We have assembled a collection of help videos and FAQ (frequently asked questions) that can be accessed in the Education – Teaching – Training folder, or by clicking this link

If the items in this collection fail to address your needs, then feel free to reach out first to techteam@zone2627.org.  The team lead will determine the team member who can best answer your tech questions.

The current members are listed below by region. Check back regularly as more members and skill sets will be added as they become available.

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