Rotary Hybrid Meeting Checklist – **HOST Computer**

* Power Connected
* On Westin Private Network
  + Security code: r…………
* Open Browser, Open Meeting – Log into zoom.us
  + Log in as: [**club@..........................org**](mailto:club@..........................org)
  + Password: **T……………** (proper case)
  + In Meetings, select Greenville Club Meeting
* **MUTE Microphone and Speakers**, VIDEO OFF
* Rename as **Host**
* Make **Podium** a Co-Host
* Zoom OUT and aim camera toward door
* Remind Pres to stand to RIGHT during Invocation/Pledge (not in front of camera)
* Be sure curtains are pulled TIGHT
* Be sure sconce bulbs on wall behind podium are dark (unscrew)

**Just before** meeting starts:

* **BE SURE RECORDING IS ON**
* Mute All, then Unmute Podium
* Camera to Podium, Zoom in TIGHT on Pres.
* During Pledge, Zoom/Pan wide enough to catch flag, then back to podium
* 1-2x during meeting, slowly pan audience (wide Zoom)
* **Stop Screen share** and pre-roll PPT on AV laptop

Rotary Hybrid Meeting Checklist – **A/V Computer (new Dell)**

* Power connected
* USB from Mixer (Audio in/out) connected
* Camera connected
* Slide Clicker (if needed) in USB and checked
* On Westin Private network
  + Security code: r…………
* Open Browser, go to Zoom.us
* Log into Meeting (after it’s open)
  + Meeting ID: **86. …. …** (may change – check on Host)
  + Password: **T……….** (proper case) (may change – check on Host)
* Rename as **Podium**
* **Display Settings** – Fn+F8 – Set for **Duplicate** monitors
* **Video Settings in Zoom –** 
  + **NO** Virtual Background
  + **Uncheck** Mirror My Video
  + **Camera** is USB Video
* Check Audio speaker & Mic in Zoom
  + Speaker = USB
  + Mic = USB
  + Use **Test Speaker & Microphone** to check
* Confirm Audio and Video OK with user on Zoom (phone)
* **Audio Mixer**
  + Podium Mic is Mic 1 (left knob) – ride, based on speaker volume
  + A/V Audio (video) is Aux (knob #5)
  + Master (right-hand knob) increases or decreases **both**
  + **IMPORTANT:** There’s a master volume control and a Music/Mic switch by the kitchen door (audience right). If you’re not getting sound over the house system, check that volume control – should be about 10:00 - 12:00 position.
* Zoom **Full Screen** View
* Join Zoom Meeting by phone & earbuds so you can hear and see what’s going out
* Unmute after Mute All by Host as meeting starts
* **BE SURE RECORDING IS ON (cloud)**

HIDE Meeting Controls - **Ctrl+Alt+Shift+H** – Esc to restore

**Zoom Tips & Tricks**

Use “Spotlight” to keep the Zoom “speaker” image locked on the podium. STOP Spotlight whenever a remote presenter is speaking. Zoom will find and highlight the remote presenter as the Speaker, based on their audio signal, if you don’t have the podium spotlighted. Resume Spotlight when the program returns to the Podium.

**Camera**

Camera work is VERY important. When 1 person is at the podium, zoom in **tight on head and shoulders**. You don’t want the podium in the shot – just like a TV Anchor.

**ANTICIPATE** what’s going to happen next. Watch carefully to follow the President to the podium at the start of the meeting. If someone else is coming to the podium, zoom the camera out a bit to catch both people, and then back in when there’s only one. If a presenter is moving around, widen out the shot so it’s easier to follow them.

Practice with the zoom control and memorize the Zoom directions.

Wide = Left, **Tight (Telephoto) = Right**

Start with the camera zoomed wide, pointing at the entrance door. 1 or 2 times during the meeting, pan the room while zooming out wide, then return to the podium. Include the screen in Gallery View in the pan.

The **Host** computer’s job is to run the meeting. Use 1-on-1 Chat to alert remote speakers to turn on their video and unmute as their spot is coming up. Mute remote speakers after the finish. Hint: With Chat open, type the first 1-2 characters of their name to easily find them in the list.

The AV computer’s job is to screen share any presentations or videos for Zoom audience and projector

**Audio Mixer –**

House Microphone(s) are on Mic 1 – leftmost knob. “Ride” the level to adjust for soft or loudspeakers.

Aux – 5th knob from left, is the volume from Videos and the Zoom Audience or remote presenters. “Ride” that level when those inputs are active.

Master – Right knob. Increases or decreases **both** levels.

**CHECK audio in Zoom**, using Test Speaker and Microphone, with someone listening on another Zoom device (phone)

**Screen Sharing –**

Display mode on Laptop = **Duplicate** - Laptop screen and projector have exactly the same image. Use Fn+F8 to switch if needed.

Have PowerPoint files OPEN before Zoom and Live audiences are assembled, and the first one up in Slide Show mode (F5). Go to Share Screen and select the PowerPoint Show – it will have the first frame in the icon field.

**IMPORTANT:** As you open Screen Sharing for the first time, be sure the **Share Sound** box is checked. That will persist in the same Zoom session. Failing to do so will keep video sound from being heard by the Zoom audience. Do NOT check the “Optimize for Video Clip” box – that causes problems.

Show the Zoom Screen in Full Screen mode

**Touch the screen once** to “wake up” PPT for the slide clicker or arrow keys

HIDE Meeting Controls - **Ctrl+Alt+Shift+H** – Esc to restore

Stop Screen Share from the Touch Screen – doesn’t show mouse moving to Zoom audience

There is a Pre-Roll slide set to run before the meeting (10 to 15 minutes).

Stop screen share when meeting starts

When switching media, BLACK the projector using either a piece of paper or the shutter on the front of the projector. Open the next PPT in Slide Show (F5) and get Zoom set up before opening projector back up.

Diagram

Description automatically generated