

10 to 100+ in-person attendance
1 to 50+ virtual

Rotary

District 6250



Hybrid Meeting Task Force

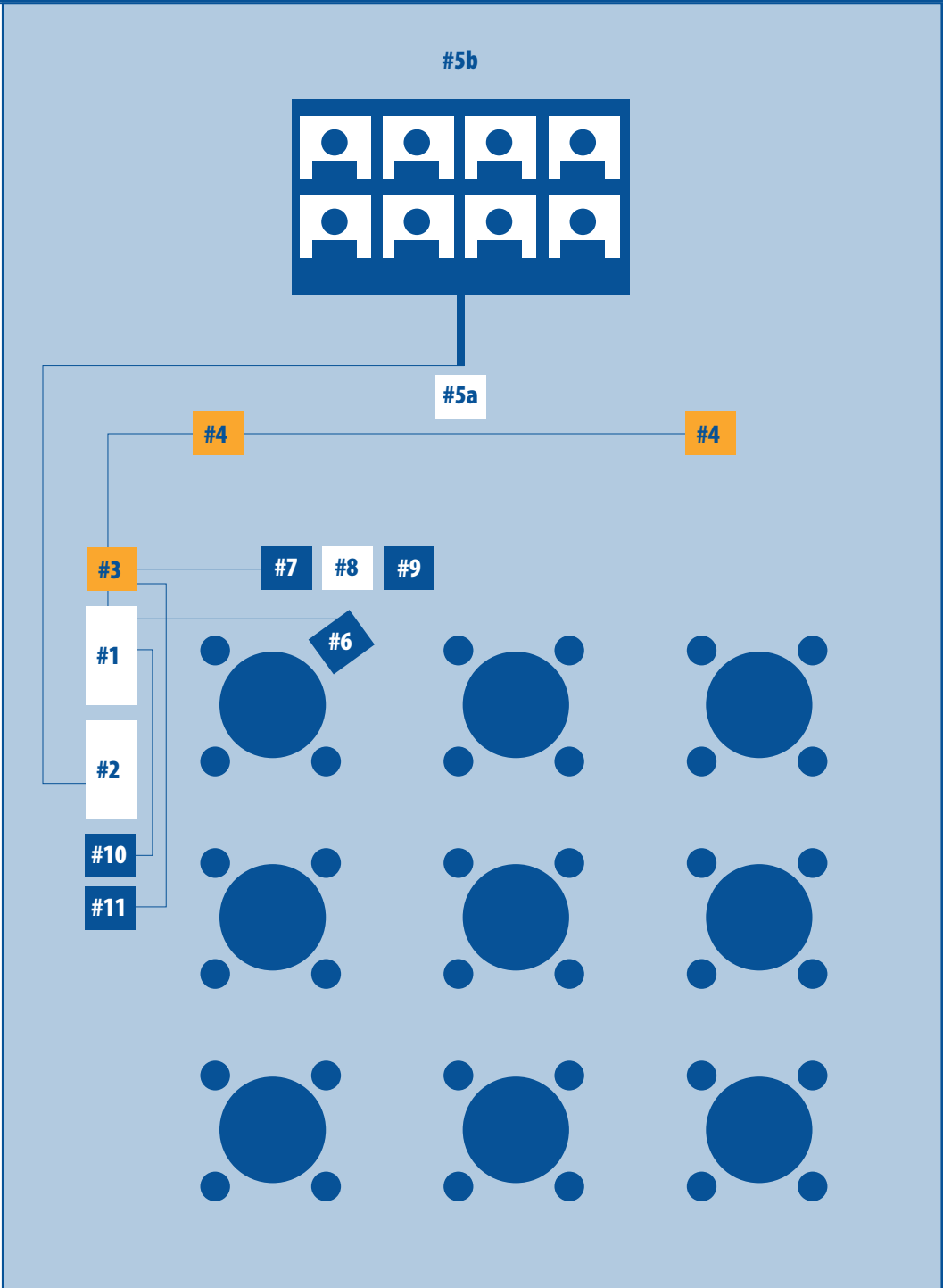
Refer to "Going Hybrid: Large Meeting Hybrid Tech Setup" as posted on Region 36 website for complementary video demonstration of this arrangement.

Equipment List

#1
#2



#8



Essentials

- (#1)** Host Laptop for meeting host to communicate with virtual attendees. All the sound from the mixer comes into this Laptop.
- (#2)** Projector Laptop to provide meeting view options. Feeds into the projector or to a large TV monitor for in person attendees to see virtual attendees. Needs compatible inputs and outputs for projector or large TV monitor.
- (#4)** External powered speakers or connection to the in-room sound system to insure all in person attendees can hear the meeting host and virtual attendees.
- (#5)** Projector and screen, or large TV monitor for in person attendees to view meeting host and virtual attendees.
- (#6)** USB camera, or phone camera so virtual attendees can see the presenter. If USB camera, it may be connected to Laptop #1 as shown. As an enhancement it can be connected to the podium Laptop #9.
- (#7)** One corded or wireless mic at the podium, connected to the mixer for the benefit of all in-person and virtual attendees.
- (#3)** Mixer, or soundboard, is the hub to connect and control the sound for the in-person and virtual groups with minimal lag-time or a feedback loop. Connects to Laptop #1.
- (#8)** Podium for the meeting host and/or presenter.

Other Items:

- Reliable internet access.
- Zoom or similar program installed on the Laptop.
- Power strip to plug in each piece of equipment.
- Cables to interconnect various pieces of equipment.
- Each Laptop (and phone with camera, if used) are logged into Zoom and made a co-host. Host Laptop #1 is made Host for the meeting.
- Mic and sound is turned on for the host Laptop but turned off for all other devices in the room or there will be feedback.

Enhancements

- (#9)** Podium Laptop is logged into Zoom. Not connected to the mixer or anything else. All mics in the room do connect to the mixer. Camera is turned off on this Laptop unless the USB camera is connected to podium Laptop. Then set to USB camera on. Set to off if connected to host Laptop.
- (#10)** Additional camera (preferably wide angle) so the virtual attendees can see the in person attendees.
- (#11)** Additional room mic which can be wireless and is passed around to in person attendees, or it could be a stand mounted mic for attendees to come up to.

Notes:

All equipment locations can be changed as needed to fit your club's needs. Feel free to experiment to see what works best for your club.

Watch the nine minute tech video for a [video demonstration](#) of this setup.

Thank you to Rotary District 6250 for creating and sharing this document.