



HEU

Set Up for Hybrid Meetings

There are many possible set-ups for hybrid meetings. What you choose will depend on your local's needs, the size of the group, and access to equipment.

You will want to think about:

1. Visual In: How do online participants *see* in-person participants? (webcam)
2. Visual Out: How do in-person participants *see* online participants? (laptop screen, TV, or projector)
3. Audio In: How do online participants *hear* in-person participants? (microphone)
4. Audio Out: How do in-person participants *hear* online participants? (speakers)

Basic Audio/Visual: One or Two Laptops

Set up a laptop so that everyone in the room can see the screen. If there is an embedded webcam in the laptop, everyone online should be able to see the room as well. Use the microphone and speaker in the laptop. Note that people must speak towards the laptop and be close enough for online people to hear.

If you have a second laptop, a designated person can use it to monitor the chat, support with counting online votes, etc. This account should have computer audio turned off or remain on mute with the laptop volume off. No audio will go in or out of this device.

Note: This option does not work well in larger groups, but can work in small groups where everyone can be close to the laptop.

Intermediate Visual: Laptops for everyone

Have every person (regardless of where they are), sign in with their own laptop or device. Everyone who is in person, except for one designated laptop, must have computer audio turned off the whole time. Note that they still must speak towards the designated laptop (or a conference microphone if that is being used).

Note: This option may strain the wifi and may not work with large groups.

Advanced Audio: Conference Microphone & Speakers

Connect an external microphone and speakers to the laptop and set it up in a central spot in the room. Or use a microphone that can be passed around.

The best option is to use a conference speakerphone (\$150 - \$250), which includes microphones and a speaker in one unit. This can either be plugged into the laptop by USB or be used wirelessly by Bluetooth.

If there is more than one laptop in the room, all the ones that are not connected to the microphone/speakers must be on mute and volume turned off.

Advanced Video: Webcam & Video Device

Connect the laptop to a TV or to a portable projector (\$200) that displays the Zoom call onto a screen or a blank wall. This way everyone in the room can see the online participants.

Connect the laptop to an external webcam and place the webcam on top of the TV or facing from where the projector screen is. Make sure everyone online can see the in-person participants from this webcam.