

Set up a Hybrid Toastmasters Zoom/Online Meeting

- Hybrid meeting definition: some of the participants are physically present in a meeting room (Local) and the rest are participating via Zoom or other web conference tool from remote locations (Remote).
- This document is based on the experience of Gem City Toastmasters in Quincy, IL, conducting hybrid meetings June – November 2020.
- Benefits
 - Accommodates the needs of each individual to attend in the format that is most comfortable and convenient for them.
 - Effective whenever there is an external event that prevents at least part of the club from attending in person. Currently this is the Covid-19 pandemic but it also works when there is inclement weather or when a member is otherwise unable to participate due to travel.
 - Also helpful in rural locations where members may have long commutes to reach the meeting location or when they are not able to get away from the office to travel to a meeting.
- Equipment and Resources needed:
 - Meeting room with WiFi Internet Access
 - Zoom or other web conferencing account
 - Laptop to run the Zoom/online meeting and drive the webcam, projector, speakers, etc.
 - Web camera in the physical room so the Remote attendees can see and hear the Local speakers. Rename this participant **“Lectern Camera.”**

- Tripod to hold the web camera for the lectern if appropriate to get the right angle.
- Projector and screen or big screen TV connected to the laptop so Local attendees can see the Remote attendees.
- Computer or external speakers in the physical room so Local attendees can hear Remote participants. It would also be possible to use the speakers on the laptop but generally those aren't loud enough for the whole room to hear easily.
- Microphone in the Local room so the Remote participants can hear the Local room. Depending on the quality of the webcam microphone you may use that, or you may find it necessary to use a better microphone suited to teleconferencing.
- Depending on the laptop capabilities, a USB hub to connect all the extra devices may be required.
- Recommended: Another device such as an iPhone in the meeting room logged into the web conference with the camera pointed back at the room so people attending remotely can see the overall room and people in the room. Rename this participant "**Meeting Room.**" Audio must be disconnected. You may connect this device to a battery pack or power supply so the phone can run throughout the meeting without losing power.
- Optional: A third device such as an iPad may be the master device running the meeting. In this case the participant can have the name of the person who owns the Zoom account. Audio must be disconnected and generally video is turned off.

- This photo shows the basic audio/video elements used to allow two-way communication and viewing between the Local participants and the Remote attendees.



- Setup sequence
 - Log the laptop into the room WiFi and the Zoom/web conferencing software.
 - Set up the projector and screen and connect it to the laptop
 - Connect the webcam that will be pointed at the Lectern to the laptop. Rename this participant “Lectern Camera” in the online meeting room.

- Turn off email and messaging apps on the laptop so they do not pop up on the projector screen during the meeting.
- Connect external speakers and microphone.
- Check that the correct camera, speakers and microphones are being used by Zoom. This is done by clicking the little arrow next to the mute button in the Zoom room. There is an option to Test that can be used to be sure everything is working correctly through the equipment selected.
- Optional: Log a second device into the Zoom/online conferencing software. Rename this participant “Meeting Room” and point it back at the general room rather than at the lectern.
- Considerations:
 - Attendees sitting in the back of the physical meeting room need to speak up so the microphone can capture it for remote attendees.
 - The laptop running the Zoom meeting and projecting on the screen should have all mail and messaging apps turned off to prevent any popups during the meeting. The Zoom screen should be maximized on the projector screen so those in the physical room can see the most people in the gallery on Zoom.
 - It is helpful to have someone manning the laptop to switch from gallery view to speaker view depending on who the people in the physical room are listening to.
 - Be sure to disconnect audio for any other device beside the laptop driving the audio/video equipment to avoid feedback.
 - Word of the Day and other information can be typed in the Chat section for those attending remotely.

- As with all remote or partially remote meetings, it can be a challenge to have the speaker see the timer indicating Green, Yellow or Red. Various methods have been tried. It works best when both the speaker and the timer are in the room. Alternatively, if the Timer is in the Local room, they should be seated where the “Meeting Room” camera can see them flip the cards and someone can type the words “Green”, “Yellow”, “Red” in the Chat.
- It takes at least twenty minutes to set up the audio/video equipment before the meeting and then again after the meeting to break it down. One or more members of the club need to have the skills and the time to do this.
- If possible, arrange to leave most of the extra equipment (projector, screen, external speakers, webcam, microphone) at the meeting room. Then different members may run the meeting from their laptop, but the essential equipment is always at the meeting location.



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- Pandemic considerations
 - The physical meeting room needs to be set up in a manner that maintains proper social distancing while any virus is still a

concern. The tables are spaced far enough apart that people are sitting at least six feet from each other.

- Tables and other surfaces are disinfected before the meeting. Hand sanitizer is available at the lectern.
- Masks are typically worn throughout the meeting although some may remove the mask while they are at the lectern giving a speech. This can be necessary if any attendees Local or Remote are hearing impaired, for example.
- A non-contact handoff between speakers is made through some form of elbow wave, bowing, fist bump, etc.

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