

DISTRICT 121

HYBRID

THE WAY FORWARD

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WHAT ARE HYBRID MEETINGS?





WHY IS THE HYBRID MODEL IMPORTANT?

- Real art of Public Speaking is in-person interaction & communication.
- Virtual meetings are far more tiring for remote attendees than for those attending in-person.
- In-hybrid meetings communication has less “flow” and is not as smooth and efficient as in pure in-person
- Virtual attendees are easily distracted and may disengage during the meeting.

KEY REQUISITES FOR A HYBRID MEETING



Must Haves

1. A permanent **WIFI / Data Dongle / Mobile Hotspot**
2. **Tripod with Mobile / Laptop 1**- 1 device for speaker view
2. **Laptop 2** - 1 device for audience view
3. **1 projector or TV**

Can Haves

4. 1 360-degree microphone
5. 1 External speaker for the physical audience
6. 1 Bluetooth enabled mouse

Additional Role Takers

1. **1 online Timer** and **1 offline Timer**, to take care of role takers attempting their roles from both the platforms.
2. **1 online SAA** and **1 offline SAA**, both describing the various guidelines to be followed for both the settings.



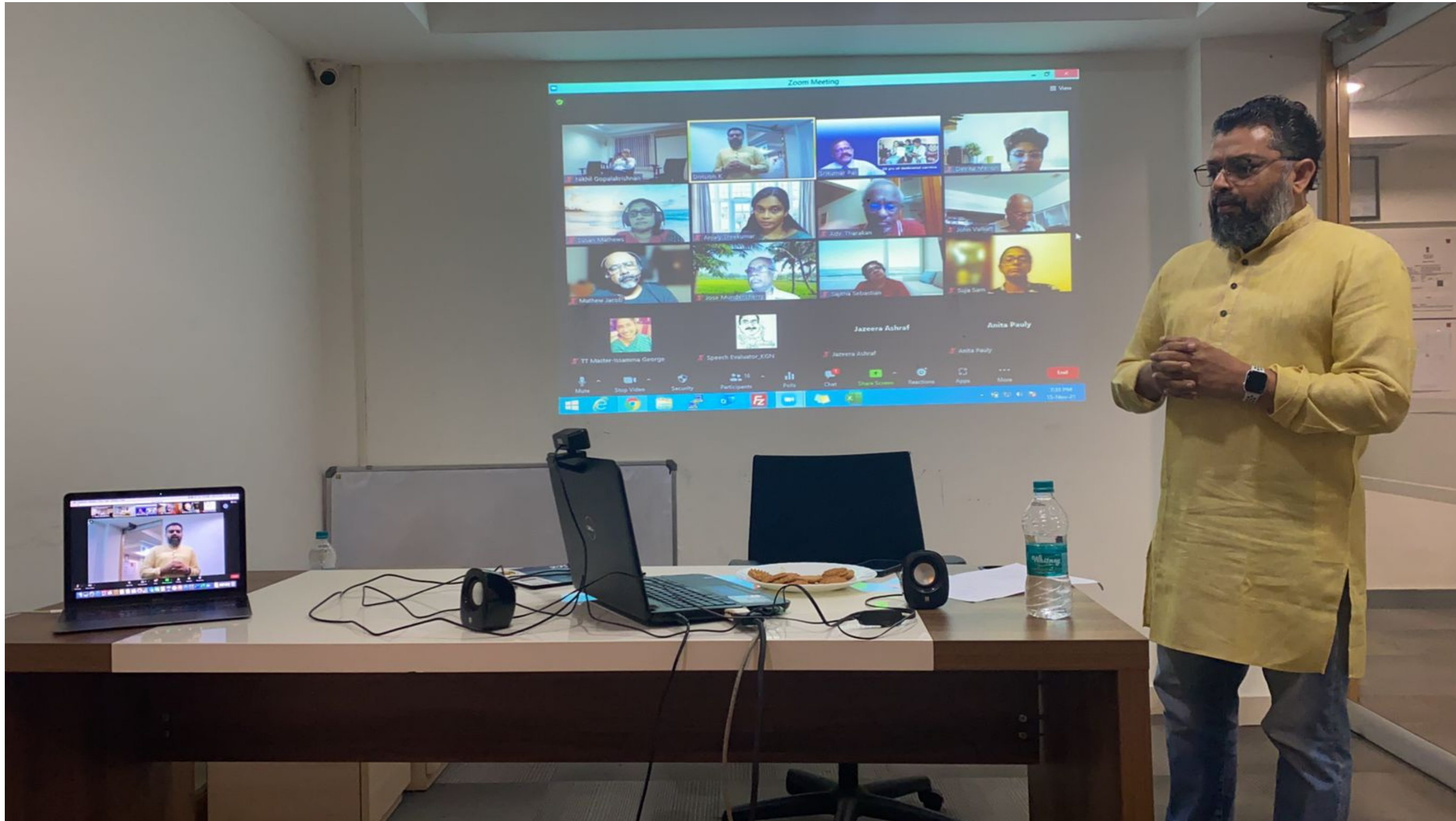
OTHER REQUISITES

Lighting

Lighting becomes a major factor with hybrid events, just like physical events. In a virtual setup, you only need to light up your surroundings. But with hybrid events, lighting is required on the stage, as well as on the participants. Try and place the light source in front of the speaker, and not behind. Good lighting can brighten up the whole ambience.



MEETING SNAPS - HYBRID MEETINGS



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SETTING UP A HYBRID SETUP

1. **Step 1** - Ensure availability of a smooth functioning wi-fi in the physical premises.
2. **Step 2 - Audience Connection** - Place **Laptop 1** facing the **audience members**.
 - This laptop is *used to showcase the physical audience* to virtually logged in members.
 - Connect the **projector / TV** with the **Laptop 1** (that was facing the audience.). The, **Audio connections** will be through **Laptop 1 only** (both input and output)

TV/projector is used to display the **faces of "virtual audience members"** on a screen / wall at the physical premises.

Connect a microphone with the laptop 1 to enhance and multiply the volume of role takers from offline setup.

3. **Step 3 - Speaker view** - Place a **mobile on a tripod** stand/**Laptop 2** to create the speaker view. Also, the audio connection from mobile/laptop 2 view needs to be disconnected to avoid duplication of sound. The mobile will be kept in front of the speaker mounted on the tripod. The mobile view will be spotlighted during the meeting.



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DOS AND DONT'S

- You may designate one person from the club/SAA to take care of hybrid meeting setup at the offline premises.
- The audio input (mic) and audio output (tv or projector) should be from the same source i.e. the laptop.
- The rules and guidelines by both online SAA and offline SAA differ and need to be communicated effectively
- Mandatory audio and video check between offline and online platforms before the meetings starts, done by SAA.

DOS AND DONT'S

- Do not connect to the audio from the mobile. This will cause an echo in the audio for the zoom audience as the delay will be picked up by the mic. (No sound should be coming from the mobile, silent).
- Change the audio input settings to the microphone on zoom (laptop).
- Change the audio output settings to TV speaker or projector speaker on zoom (laptop).
- For an android mobile, you can use an app called gaming mode on the Play Store and run zoom through that app to avoid calls and notifications interrupting the zoom meeting on the mobile.





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EQUIPMENT - PURCHASE LINKS (AMAZON & FLIPKART)

Must Haves

- Mobile device - Use any members mobile phone
- Tripod
- Laptop 1 - for audience view - Use a laptop from existing members
- Projector - Available on rent or can be permanently purchased -

Can Haves

- Microphone
- Speaker for physical audience
- Screen

CONTACT INFO AND OTHER DETAILS

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Q & A