

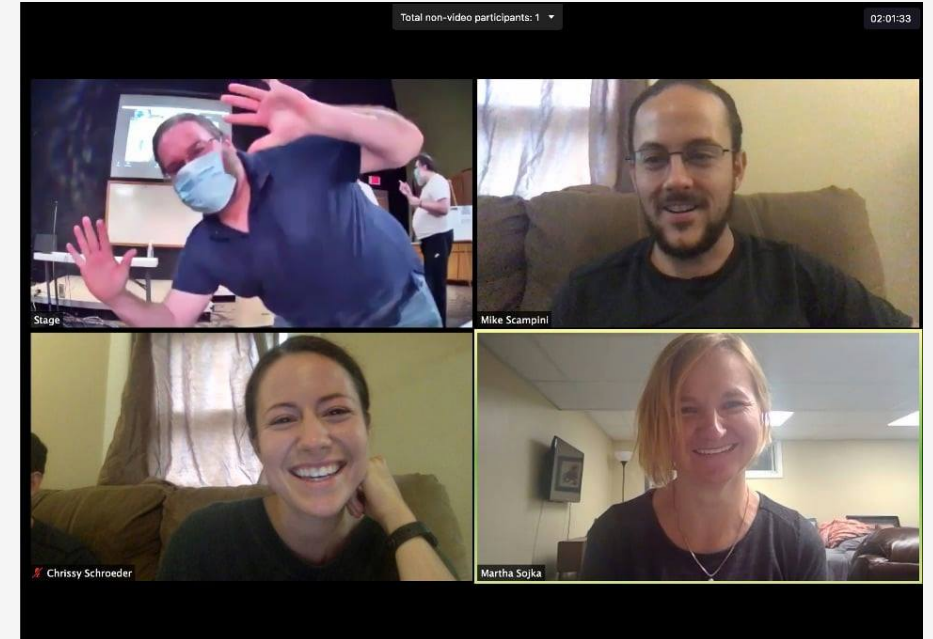


Conducting Hybrid Meetings

Creating a shared experience for
onsite and online participants

Kristian Kind
New Lenox Toastmasters

Moving to Hybrid Toastmasters



A Hybrid Proposal

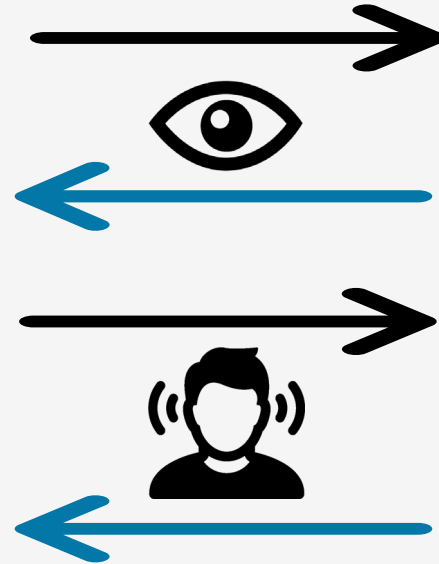
- What's a Hybrid Meeting?
- Key Criteria for Hybrid Success
- Hybrid Meeting Plan
- What you need to get started
- Pros & Cons
- Zoom Tips

What does “Hybrid” mean?

“A hybrid meeting is a meeting where a part of the audience joins from the meeting room and another part joins remotely, enabled by audio and video conferencing technology with a strong focus on content sharing.”

Source: <https://www.barco.com/en/news/2020-11-03-what-are-hybrid-meetings>

Key Success Criteria for Hybrid



Success is achieved when ***both online and onsite participants*** can ***see & hear*** each other and can ***effectively share content and ideas!***

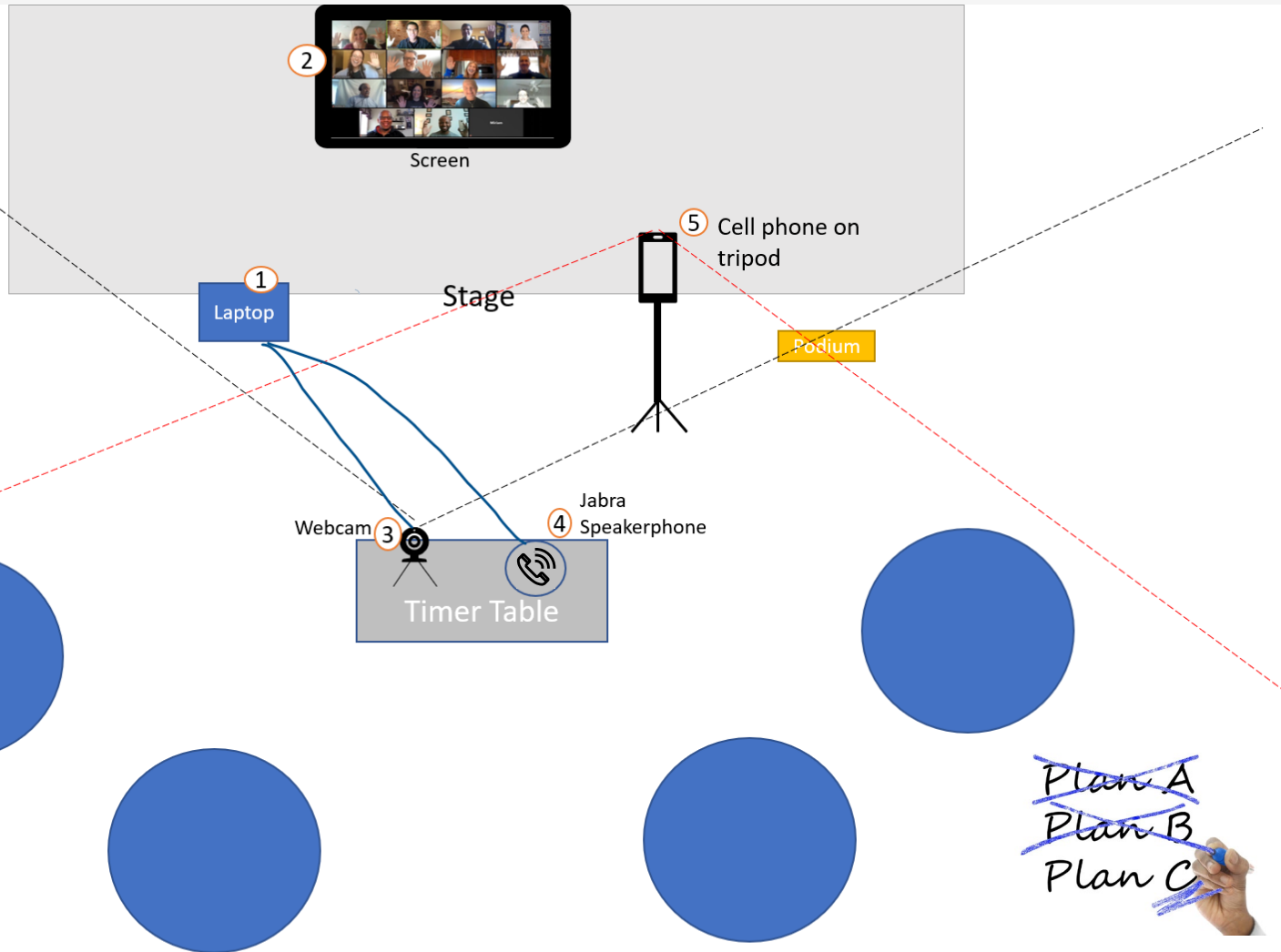
Hybrid Meeting Plan

Hybrid Meeting Plan

1. Zoom runs on Laptop near stage.
2. The remote participants project on main screen
3. USB Webcam running from Laptop faces the stage from table or tripod.
4. Jabra 410 speakerphone (also connected to Laptop) is positioned in the center in front of stage. Should be able to pick up sound well in the room.
5. A phone/tablet mounted on tripod near stage & running Zoom as 2nd device to point back at the audience/tables.



Inventory
List



What do you need?



Web Conferencing
Software

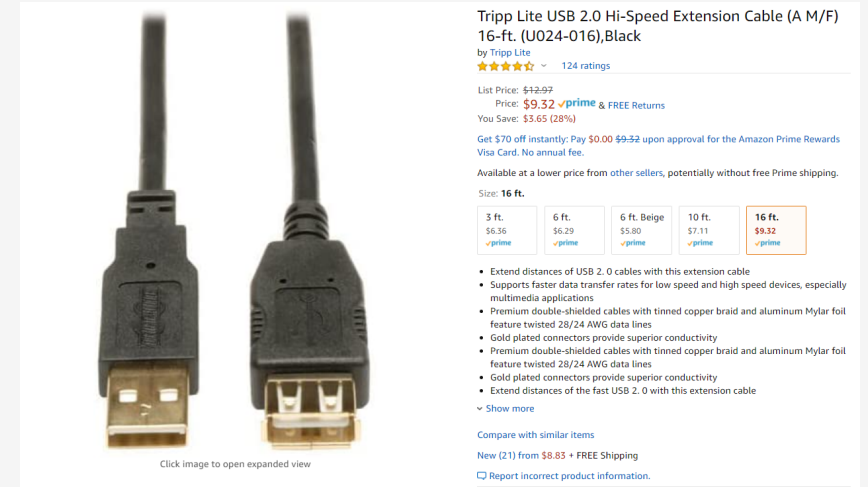


Laptop(s)



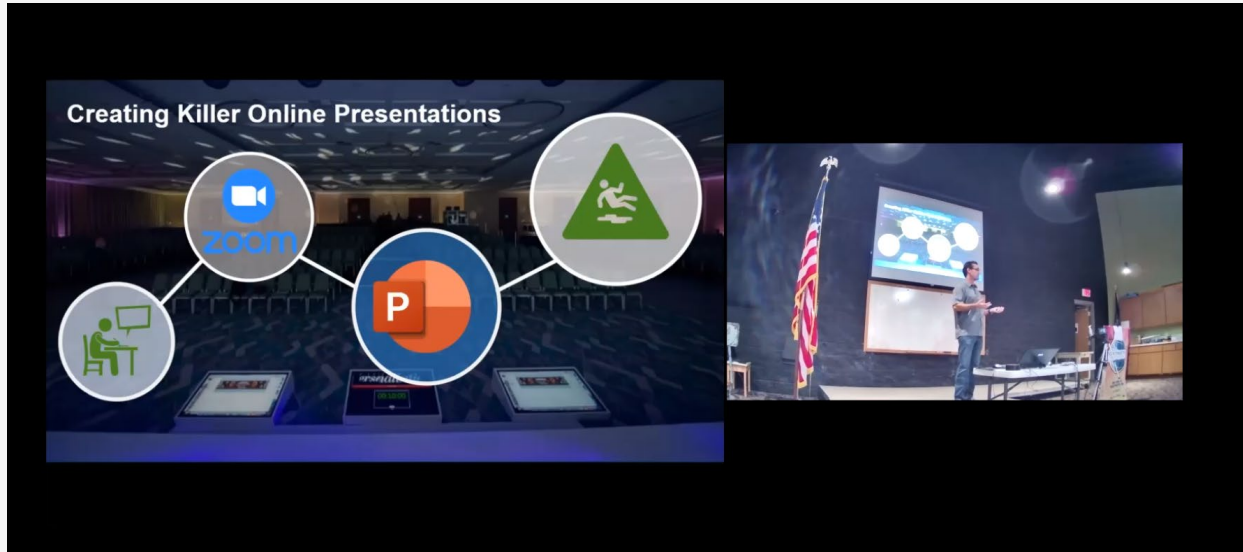
Audio/Visual Equipment
and Accessories

Laptop + Connections



- A suitably powered laptop to run Zoom w/Internet connection (Intel I5 & 8GB RAM recommended)
- A USB Hub to expand the number of available USB connections. Around \$10 on Amazon.
https://www.amazon.com/dp/B00JX1ZS5O/ref=cm_sw_em_r_mt_dp_pqilFbE2DRDJ5
- Two (2) USB 2.0 or 3.0 extension cables (16' recommended) to connect Webcam and Speakerphone to PC. Around \$9 each on Amazon. https://www.amazon.com/dp/B00B5TEJI4/ref=cm_sw_em_r_mt_dp_mrillFbF6BR3D6


Projection Screen



- Projector & Screen (or large screen TV)
- Video Connectors (HDMI or VGA) from PC to projector.
- Remote participants will be projected on the screen.



Video: HD Webcam w/tripod table mount



Roll over image to zoom in

Webcam with Microphone for Desktop, 1080P HD Computer Camera Streaming Webcam for PC Laptop Black

Brand: Doboli
★★★★★ 730 ratings | 24 answered questions

Was: \$16.99 Details
With Deal: **\$14.44** ✓prime & FREE Returns
You Save: \$2.55 (15%)
Coupon ☐ Save an extra 5% when you apply this coupon.
Details

Get \$10 bonus when you reload \$100 or more to your gift card balance.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Eligible for **amazon smile** donation.

- HD 1080p Webcam with microphones. The PC camera designed for video conferencing, video calling and recordings.
- Rotatable webcam: the webcam can be rotated 90 degrees, you can adjust to the best viewing angle, and Equipped with a tripod to support the webcam more firmly.
- Live Streaming and Recording: 1080p streaming and recording at 30 frames per second, make video more clearer and perform well even in dimly lit rooms, and Fixed focus keep things in focus up to five meters away.
- USB 2.0 connector, It can be used when connected to a computer without installing a driver. securely gives easy access to any laptop, desktop
- Package includes: tripod, webcam and manual


Compare with similar items
New & Used (6) from **\$13.28** ✓prime
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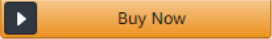
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▼

[Add to essentials](#)

Amazon Link: https://smile.amazon.com/gp/product/B08HQ5NMHD/ref=ppx_yo_dt_b_asin_title_o08_s00?ie=UTF8&psc=1

Audio Option 1: USB Speakerphone/Conference Phone



Jabra Speak 410 Corded Speakerphone for Softphones – Easy Setup, Portable USB Speaker for Holding Meetings Anywhere with Outstanding Sound Quality

Visit the Jabra Store

★★★★★ 9,590 ratings | 791 answered questions

Amazon's Choice for "jabra 410"

Price: **\$108.99** ✓prime & FREE Returns

Pay ~~\$108.99~~ \$0.00 after using available Discover Cashback Bonus®.


May be available at a lower price from other sellers, potentially without free Prime shipping.

Eligible for **amazon smile** donation.

Size: **UC Optimized (Standard)**

Skype Optimized + Link 370 (USB Dongle) Skype Optimized

UC Optimized **UC Optimized (Standard)**



Shop by category Search by anything All Categories Search Advanced

eBay > Computers/Tablets & Networking > Laptop & Desktop Accessories > Computer Speakers

#3 Top Rated product in Computer Speakers

Jabra Speak 410 Bluetooth Portable Computer Speakers - Black

★★★★★ 41 product ratings | About this product

Brand new \$52.85 Make an offer: Brand New Auction: Pre-owned \$23.39

Brand new: Lowest price ①

\$44.00

+ \$8.85 Shipping

or Best Offer

Get it by Thu, Apr 29 – Sat, May 1 from Huron, Ohio

- New condition
- No returns, but backed by **eBay Money Back Guarantee**

"Jabra Speak 410 MS Portable Computer USB Conference Speakerphone PHS001U Used. Condition is used with visible scratches consistent with use. Speaker is fully..."

See details See all 20 brand new listings

Sold by **vidavant (267)** 100.0% Positive feedback [Contact seller](#)

Buy It Now

Add to cart

Make Offer

Watch

Amazon Link: https://smile.amazon.com/Jabra-PHS001U-Speakerphone-Retail-Packaging/dp/B007SHJIO2/ref=sr_1_3?dchild=1&keywords=jabra+410&qid=1619212444&sr=8-3

Note: The Jabra 410 ranges in price. Current \$139.99 on Amazon (sold through Jabra) but can be purchased on eBay or through local sellers (Facebook Marketplace) as low as \$50. Other speakerphone options are available as well, but Jabra 410 or 510 are both very good.

Audio Option 2 : Speaker and Microphone



Amazon Basics USB-Powered PC Computer Speakers with Dynamic Sound | Black

[Visit the Amazon Basics Store](#)

★★★★☆ 25,787 ratings | 280 answered questions

Amazon's Choice for "computer speakers with microphone"

Price: \$19.52 ✓prime FREE One-Day & FREE Returns



USB Microphone for Computer, Gaming Microphone with Tripod Stand, 192KHZ/24BIT PC Condenser Microphone for Recording Streaming YouTube Zoom Podcasting, Compatible with Windows Mac OS PS4

Brand: NANIWAN

★★★★☆ 59 ratings | 13 answered questions

Price: \$18.99 ✓prime & FREE Returns

Tripod and Phone/Tablet



- Tripod w/phone holder - positioned near podium or stage and with camera facing the audience.
- Phone/Tablet – Bring your own. Any newer iPhone or Android tablet.
- The Zoom app needs to be running on the phone and connected to the Zoom meeting. Be careful to have enough battery power for meeting (or have it plugged in).
- Prices vary but numerous good options around \$20-\$30.
- Amazon link: https://www.amazon.com/dp/B07YXZRKF5/ref=cm_sw_em_r_mt_dp_qeilFbV0DFSR8

Hybrid Meetings on a budget!

To convert our club from an Onsite only option to a Hybrid model, we only needed the following equipment.

Equipment List	Cost
HD Webcam w/table tripod	\$ 15.00
Jabra 410 Speakerphone	\$ 60.00
2 x USB Extension Cables (16')	\$ 20.00
Tripod w/phone holder	\$ 25.00
4 Port USB Hub	\$ 10.00
<u>Surge Protector Power Strip</u>	<u>\$ 10.00</u>
Total	\$ 140.00

Note: Our projector and screen come with the room we use at New Life Church, and we use our own personal laptops.

Alternative Simple Setup (small room)



- Laptop
- Smart Phone
- Tripod/Phone holder
- Speaker
- Screen or Projector

For more info, watch Markus Seppälä on Youtube -> <https://www.youtube.com/watch?v=uod9fqo1iv0>

Contingency Plans

When dealing with technology, problems will arise from time to time. Preparation and flexibility are the key to handling these challenges!

Situation	Resolution
No Internet/WIFI in room?	Use a MIFI device or your phone's hotspot!
Primary laptop/PC goes down	Bring a 2 nd laptop as a backup.
Webcam doesn't work	Have backup or use mobile device w/Zoom.
Speakerphone doesn't work	Backup microphone or use cell phone.
Remote participant loses Internet or is dropped from Zoom.	Be prepared to adjust schedule accordingly.
Power goes out / Nothing is working	Use mobile devices in battery mode and make the best of it!

Hybrid Pros and Cons

Pros	Cons
Speaker flexibility	More time for setup
Increase reach of Membership	Lug equipment
Relative cost of setup	Murphy's Law (see contingencies)
No excuses to not attend	Training

Zoom Features & Tips

- Have a Zoom Master role.
 - Manage online features.
 - Chat, Spotlighting, Interruptions.
 - Collect online votes (Table Topics)
- Use “Spotlight” feature for speakers.
 - Ensure everyone sees the speakers.
 - Multiple participants can be spotlighted at once.
- Use meeting registration.
 - Helps with meeting security.
 - Captures Names & emails (great for new guests).
 - Can post registration link to website.
- Enable waiting room.
 - Prevents Zoom-bombers.
 - Let folks in when ready.
- Use Breakout Rooms (Advanced)

A screenshot of the Toastmasters International Meeting Registration form. At the top is the Toastmasters International logo and the text 'Meeting Registration'. Below this are social media icons for Facebook, Twitter, LinkedIn, and Email. The form fields include: 'Topic' (New Lenox Toastmasters), 'Time' (Please choose only one meeting to attend, May 8, 2021 08:30 AM, with a dropdown arrow and a note 'Time shows in Central Time (US and Canada)'), 'First Name*' (text input), 'Last Name*' (text input), 'Email Address*' (text input), and 'Confirm Email Address*' (text input). A red asterisk indicates required information. At the bottom is a blue 'Register' button.

SUMMARY

- Covid-19 has changed the way we work on meet.
- Hybrid meetings can be effective and convenient.
- Low barriers to get started.
- Tech skills help but doesn't require deep expertise.
- Flexibility is the key.
- Helps with member engagement and retention.

Thank You