



Conducting Hybrid Meetings

Running Successful Meetings with
onsite and remote participants.

Kristian Kind
New Lenox Toastmasters

Chocolate or Peanut Butter?



Onsite or Online?



Why not put them together?



A Hybrid Proposal

- What is it?
- Equipment
- When to Implement?
- Pros & Cons
- Conclusion

What is a “Hybrid” Meeting?

A meeting that combines elements of a live, onsite meeting along with a remote meeting environment, in a way that is compelling for all parties.

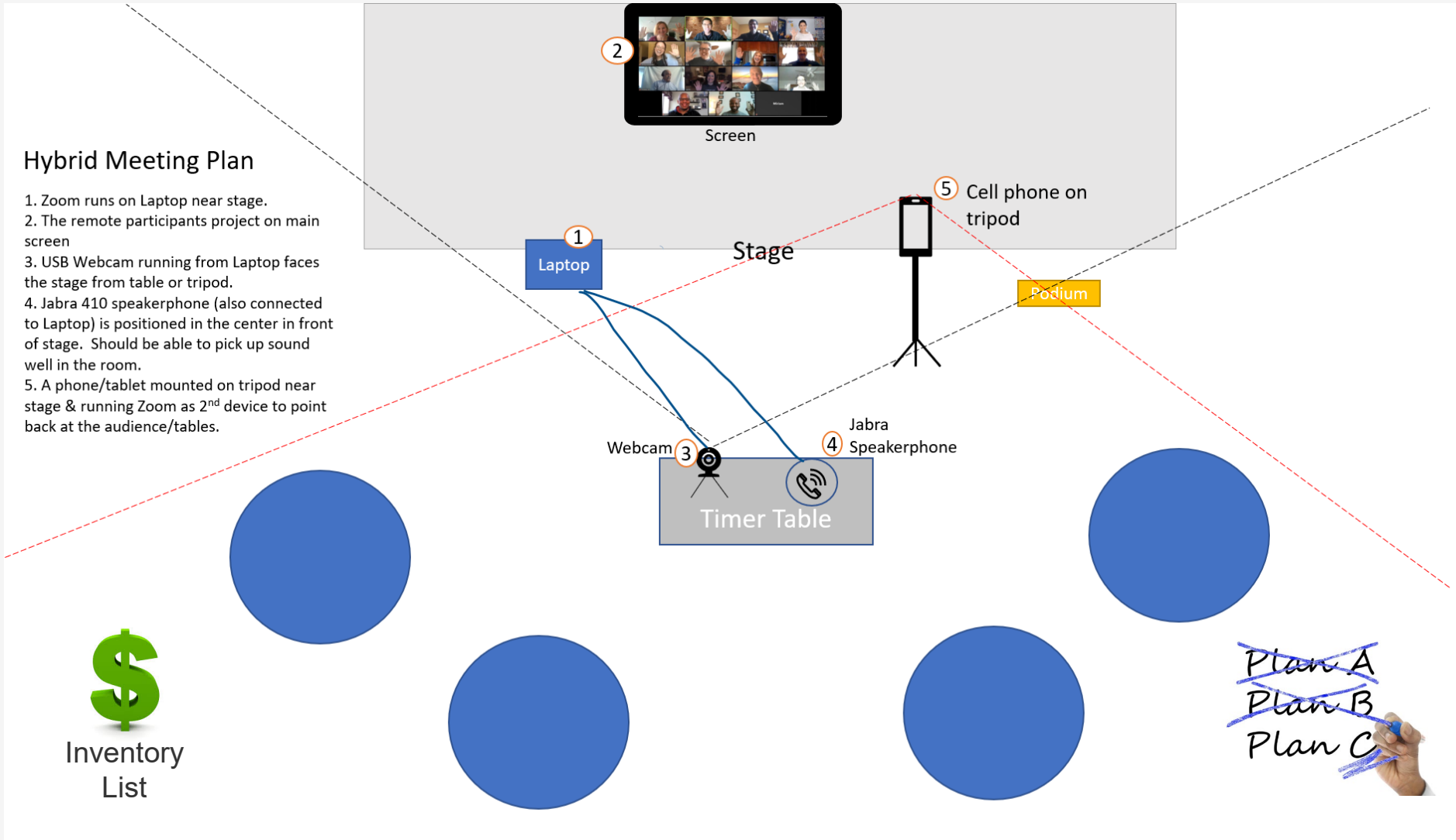
This allows for maximum participation and engagement in club meetings by providing flexible options for members, which is especially important during these challenging times.



Zoom Hybrid Meeting Plan

Hybrid Meeting Plan

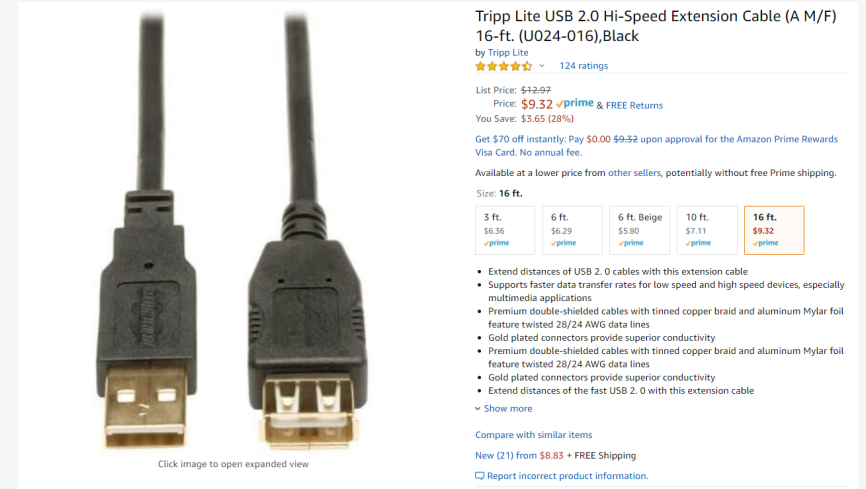
1. Zoom runs on Laptop near stage.
2. The remote participants project on main screen
3. USB Webcam running from Laptop faces the stage from table or tripod.
4. Jabra 410 speakerphone (also connected to Laptop) is positioned in the center in front of stage. Should be able to pick up sound well in the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



What equipment do you need?

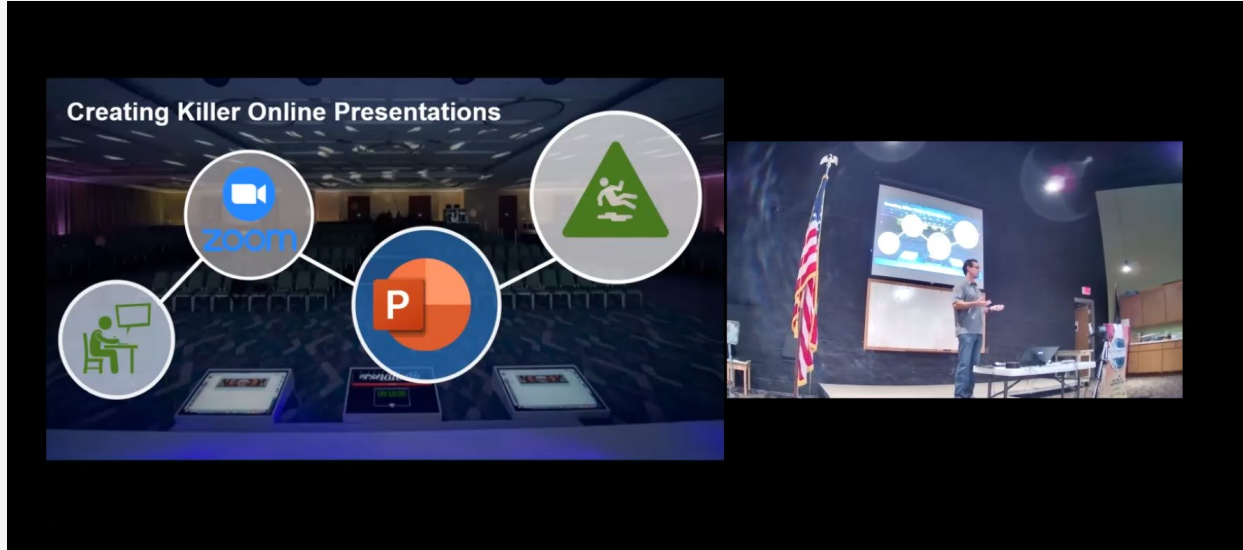


Laptop + Connections



- A suitably powered laptop to run Zoom w/Internet connection (Minimum 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/B00JX1ZS50/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 and screen (or a white wall).
- Video Connectors (HDMI or VGA) from PC to projector.
- Remote participants will be projected on the screen.



HD Webcam w/tripod table mount



360° Rotation



HD 1080P



Built-in Mic



Beauty Effect



Webcam 1080p, Webcam with Microphone, 1080p Streaming Web Camera, USB Webcam Widescreen for Video Calling Recording, Computer Camera Flexible Rotatable Clip and Tripod

by Aoozi
★★★★☆ | 163 ratings | 60 answered questions

Price: **\$38.99** & **FREE Shipping**. [Details](#) & [FREE Returns](#)

Get \$10 off instantly: Pay \$28.99 upon approval for the Amazon.com Store Card.

- **360° ADJUSTABLE WEBCAM WITH ROBUST TRIPOD:** Special designed ball-head ensures incomparable perspective for 360° free angle. Not like spring-loaded or tiny stand, Aoozi webcam tripod adopts upgraded high-density rubber-coated material for peerless durability, special non-slip feet ensure a stable hold.
- **FACIAL-ENHANCEMENT AND LOW-LIGHT CORRECTION:** No adjustment required, the web camera comes with beauty and HD functions. Full HD premium glass lens delivers Fluid Crystal and Beauty Effect image and video, which makes you look more beautiful and confident.
- **USB 2.0 PLUG AND PLAY:** USB web cam is easy to use, no software required. Just insert the usb to computer, open the software such as Facebook or Zoom and start chatting. Universal clip and tripod are flexible on computers, laptops, desktops, Mac, PC, LCD monitors and other surfaces.
- **BUILT-IN MIC AND NOISE REDUCTION:** Clear video combined with built-in microphone is a good choice for video conference, 1080p webcam with automatic noise reduction, which capture your sound even at 16ft distance. Good for conferencing, online video, live streaming, gaming, online video and recording.
- **UNIVERSAL COMPATIBILITY:** Versatile 1080p usb webcam works with Windows7/8/10/2000/XP, Mac OSX, Linux, Chrome OS and Android TV. Platform Compatibility: YouTube, Netmeeting, Skype, Yahoo, Zoom, Xbox One, MSN, Google

\$38.99 & **FREE Shipping**. [Details](#) & [FREE Returns](#)

Arrives: **Friday, Aug 14** [Details](#)

Fastest delivery: **Saturday, Aug 8**
Order within 7 hrs and 12 mins
[Details](#)

In Stock.

Qty: 1

[Add to Cart](#)

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Sold by [Aoozi US](#) and Fulfilled by [Amazon](#).

Add a Protection Plan:

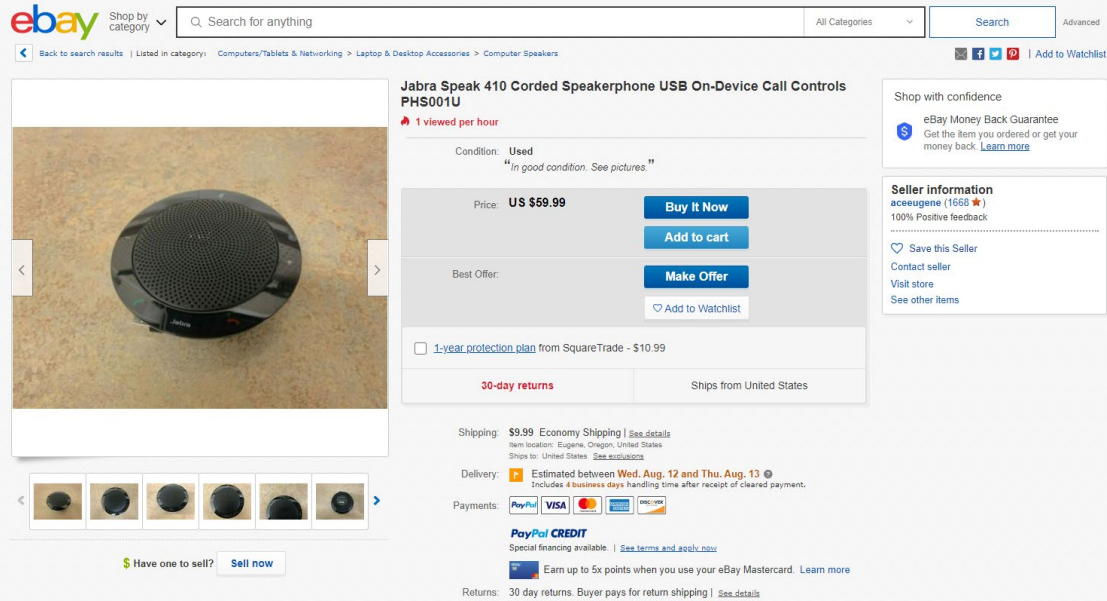
3 Year Office Equipment Protection Plan for \$4.99

Add gift options

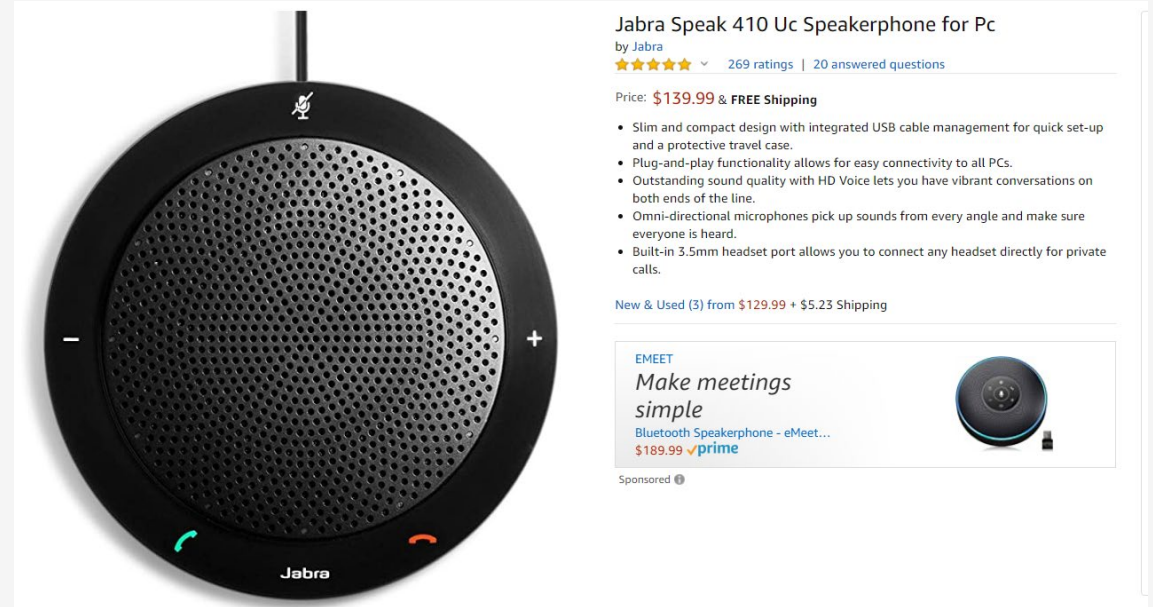
[Select delivery location](#)

Amazon Link: https://www.amazon.com/dp/B0897JCTRY/ref=cm_sw_em_r_mt_dp_POhIFb08QX07Q

USB Speakerphone/Conference Phone



The screenshot shows an eBay listing for a Jabra Speak 410 Corded Speakerphone. The main image shows the device, a circular black speakerphone with a perforated grille. The listing title is "Jabra Speak 410 Corded Speakerphone USB On-Device Call Controls PHS001U". The price is listed as US \$59.99. The seller is "aceugene" with a 100% positive feedback rating. The listing includes options to "Buy It Now", "Add to cart", and "Make Offer". There are also shipping and return policy details.



The screenshot shows an Amazon listing for a Jabra Speak 410 Uc Speakerphone. The main image shows the device, a circular black speakerphone with a perforated grille. The listing title is "Jabra Speak 410 Uc Speakerphone for Pc by Jabra". The price is listed as \$139.99 & FREE Shipping. The listing includes a list of features and a "Buy Now" button. There is also a sponsored advertisement for "EMEET Make meetings simple Bluetooth Speakerphone - eMeet..." with a price of \$189.99 & prime.

Amazon Link: https://www.amazon.com/dp/B004MOWGZ2/ref=cm_sw_em_r_mt_dp_EShIFbV8Y3B8N

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.

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	\$36.18
Jabra 410 Speakerphone	\$59.80
2 x USB Extension Cables (16')	\$18.82
Tripod w/phone holder	\$22.99
4 Port USB Hub	\$ 7.99
<u>Surge Protector Power Strip</u>	<u>\$11.00</u>
Total	\$156.78

Note: Our projector and screen come with the room we use at New Life Church, and we are using our donated laptop (or one of our personal laptops). Costs for these items is much higher, of course.

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?	Bring a MIFI device or use a phone Hotspot!
Primary laptop/PC goes down	Have a 2 nd laptop as a backup.
Webcam doesn't work	Use Zoom on an iPhone, iPad or Android
Speakerphone doesn't work	Have a backup microphone or dial into Zoom via a cell phone and use Speaker mode.
A remote speaker loses Internet or is dropped from Zoom.	Be prepared to move on to the next speaker and adjust schedule accordingly
Power goes out / Nothing is working	Use Cell phones and/or iPads in battery mode and make the best of it!

Pros and Cons

Pros	Cons
Gives members flexibility and choice.	Requires extra time for setup & breakdown.
Increases the reach of membership.	Moving & storing equipment.
Low relative cost of setup.	Murphy's Law (see contingencies)
No excuses to not attend.	Training & practice are needed.

SUMMARY

- Hybrid Meetings can work well!
- Small investment
- Requires some tech expertise
- Flexibility is key
- Can boost membership and participation

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