Hybrid Meetings

The actual equipment that you buy will vary depending on your facility and the size of your club.

Simple Hybrid Meeting

- Internet Connection (Wi-Fi, Hot Spot, or device connection)

- Facebook Page for the club

- Phone or tablet which has connection to the internet

- Tripod with mount (see image)

- Directional microphone could be helpful

- One operator, if possible to show different angles

Blue Yeti Mic

Easy Hybrid Meeting

- Internet Connection (Wi-Fi, Hot Spot, or a wired connection to modem recommended - may require a dongle)

- Zoom or other On-line account

- Facebook Page for the club (if compatible with on-line acct)

- Laptop or other computer with a camera, microphone and on-line capability

- Projector or Monitor(s) so attends can see participants and other items on the computer

- Speakers for the computer in order to hear remote participants

- External webcam would be helpful for more flexibility and to highlight the presenter, upgrade video camera and Camlink

- Sound System if participants are not loud enough for the micro-phone to pick up sounds for the meeting clearly

- Conference Microphone (like the Blue Yeti Microphone) or Directional microphone could be helpful

- One operator

Larger Club/Room Hybrid Meeting

- Internet Connection (Wi-Fi, Hot Spot, or a wired connection to modem recommended - may require a dongle)

- Zoom or other On-line account

- Facebook Page for the club (if compatible with on-line acct)

- Laptop or other computer with on-line capability, depending our number of accessories inputs a docking station or usb hub

- Additional Monitors—your operator may want to use multiple monitors to operate the meeting (I prefer 3)-this may require a docking station, in addition you may want to provide a confidence monitor to the speaker-this may require a signal splitter.

- Sound System—which is powerful enough to full room, would recommend speaker tripods

- Wire(less) Mics: number of mics depends on how you will get input from the audiences for most club probably 2 mics will be needed—check range of wireless mic to ensure they will work in your room

- Audio mixing board

- Camera with tripod and directional microphone may require a camlink input signal to computer zoom capability should match room size

- Projector or Monitor(s) so attends can see participants and other items on the computer

- Wiring

- Gaffer tape or wire concealer

- One operator