<https://d.docs.live.net/c7b27d199d5610cb/Documents/AA/Area%2038/Winter%20Assembly%202020/Hybrid%20meeting%20equipment%20and%20suggestions.docx>

Hybrid meeting equipment &suggestions

Equipment needed and approx. prices:

1. Laptop computer with HDMI port. Use a member’s laptop.
2. Projector with HDMI port. Check online for reviews and sales. Prices for appropriate projectors vary from $75 to $500 or more.
3. HDMI cable (varying lengths available). Length determined by distance from your laptop to the Projector. $15 to $30.
4. A separate speaker (plug-in or Bluetooth). $20 to $50.
5. Wi-Fi or Hotspot. Preferably a Wi-Fi (try to get the Church’s staff Wi-Fi password), but a Smartphone with a Hotspot will work just fine. It’s highly likely that a group member has one already. 20 add-on to At&T service.
6. Extension cord of appropriate length.
7. Power strip with multiple outlets.
8. A wall or surface on which to project the Zoom meeting attendees.

Meeting Set Up:

* Set up the equipment at the in-person venue. Try it at home first, it’s not too difficult. Set up gets faster as you do it several times. Should not take more than about 15 minutes. Adjust the projector’s video image on the wall so that all in the meeting can see it. Move it closer or farther from the wall so that the size of the projection is the appropriate size. Make sure to test the audio by having someone on the Zoom platform count from 1 to 20 as you adjust the audio at the in-person venue for volume, clarity, eliminate any feedback. Once you get the sound figured out, you will be able to connect it properly easily the next time. Person’s in the room cannot also be on the Zoom meeting, as it will cause feedback noise if their audio is on. And, it uses bandwidth.

Methods of conducting the meeting:

1. Use the laptop to have the chair of the meeting conduct the meeting from the in-person venue. Those present who want to share can come up to the laptop to speak to those in the Zoom meeting and simultaneously at the in-person meeting. You can either have all in the Zoom meeting muted until you unmute them after they raise their hands, or you can have them unmute themselves when they want to talk.
2. Set up as above, but use a cell phone within the in-person meeting to pass to those in the meeting who wish to share or read opening prayers, How it works, etc. The audio output on the laptop will have to be turned off to avoid feedback.
3. Balance the amount of sharing between the Zoom and in-person attendees.
4. Update your meeting information at district, area, and GSO levels so that AAs everywhere know all the ways to attend your meetings.
5. **ENJOY!!**

Please send comments and suggestions for improvements to the above to:

[Alwyn911@gmail.com](mailto:Alwyn911@gmail.com). I will update this information based on your input.

Thanks!!

AL W., Chair, Area 38 GSR Committee.